

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-associate-hotel-reception/>

FRONT OFFICE ASSOCIATE (HOTEL RECEPTION)

BASE SALARY

INR 14000 - INR 18000

DESCRIPTION

Job Role: Front Office Associate

Welcome guests and manage check-in/check-out with smooth and friendly service.

Organization: Earns Hospitality LLP

Location: Karjat

Employment Type: Full-time

Salary: ₹14,000 – ₹18,000 per month

Experience: Freshers & experienced can apply

Contact: WhatsApp – +91 7777992051

About the Company

Earns Hospitality LLP works in the hospitality sector, focusing on guest satisfaction and quality service. The company provides a professional and friendly work environment.

Job Overview

This role is ideal for candidates who enjoy interacting with people. You will handle front desk operations and ensure guests have a smooth and pleasant experience.

Key Responsibilities & Role Details

- Welcome guests and assist them during check-in and check-out
- Manage room bookings (online and offline)
- Handle guest queries and provide quick solutions
- Coordinate with housekeeping for room readiness
- Maintain guest records and billing details
- Handle cash, invoices, and payments

HIRING ORGANIZATION

Earns Hospitality LLP

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Karjat, India

DATE POSTED

? March 24, 2026

- Answer calls, emails, and booking platforms
- Keep front desk clean and organized
- Upsell rooms and services when possible

Eligibility & Skills Required

- Good communication and polite behavior
- Basic computer knowledge
- Customer handling skills
- Responsible and professional attitude
- Willingness to work in hospitality environment

Perks & Benefits

- Food provided
- Friendly work environment
- Learning opportunity in hotel industry
- Stable full-time job

How to Apply

Send your CV via WhatsApp.

You can send your resume to the given email/phone/WhatsApp.

WhatsApp: +91 7777992051