

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-executive-customer-service/>

HIRING ORGANIZATION

KorinMi

EMPLOYMENT TYPE

Full-time

JOB LOCATION

122001, Gurgaon, Haryana, India

FRONT OFFICE EXECUTIVE – CUSTOMER SERVICE

BASE SALARY

INR 20000 - INR 26000

DESCRIPTION

Front Desk Receptionist – ₹20,000-₹26,000 – Incentives Available

KorinMi is hiring a **Front Desk Executive** in Gurgaon.

Candidates with 1 to 3 years of experience in salon, clinic, or hospitality settings can apply.

Location: Gurgaon

Salary: ₹20,000 – ₹26,000 per month + incentives

Employment: Full-time, Permanent

Experience: 1 to 3 years

Responsibilities

- Manage front desk operations.
- Handle client interactions.
- Manage appointments.
- Answer calls and follow up with clients.
- Provide billing support.
- Maintain smooth daily coordination.

Requirements

- 1 to 3 years of front desk experience.
- Salon, clinic, or hospitality experience is preferred.
- Good English communication skills.
- Good Hindi communication skills.
- Strong customer service skills.

Application

Send your CV on WhatsApp.

Contact: +91 8588855222

Do not call.