

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-guest-handling-job/>

## HIRING ORGANIZATION

CONFIDENTIAL

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

Rishikesh, Uttarakhand, India

## DATE POSTED

? April 14, 2026

## VALID THROUGH

2027-02-14

## FRONT OFFICE GUEST HANDLING JOB

### BASE SALARY

INR 20000 - INR 45000

### DESCRIPTION

#### 4? Hotel

**Location:** Rishikesh, Uttarakhand

**Job Type:** Full Time

**Salary:** ?2,40,000 – ?5,50,000 per year

**Contact Details:** +91 9149604019

### About This Opportunity

This is a **hotel front office role** in a 4 star property. In this job, you will handle **guest services and front desk operations**. This role is suitable for candidates who have **hotel industry experience** and want to grow in hospitality field.

### Job Role – Front Office Guest Handling Work

In this role, main work is to manage **guest check-in, check-out, and front office tasks**. You need to ensure smooth daily operations.

### Responsibilities

- Manage **front office operations**
- Handle **guest check-in and check-out**
- Solve **guest queries and complaints**
- Work on **Inkeys PMS system**
- Coordinate with housekeeping and other teams
- Maintain **records, billing, and reservations**
- Ensure **professional guest service**

## Eligibility Criteria

- Experience in **hotel front office work**
- Knowledge of **Inkeys PMS**
- Good communication and guest handling skills
- Ability to manage operations properly
- Immediate joiners preferred

## Salary Details

Salary will be between **₹2.4 LPA to ₹5.5 LPA** depending on experience and performance.

## How To Apply

Interested candidates should send their **details or resume on WhatsApp only**. Calling is not allowed.

**Apply Contact:** +91 9149604019

## Important Points

- This is an **on-site hotel job in Rishikesh**
- Only candidates with **relevant experience** should apply
- WhatsApp message only, **no calls allowed**