

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-receptionist/>

HIRING ORGANIZATION

MK Patwari Services Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Kolkata, India

DATE POSTED

? March 23, 2026

FRONT OFFICE RECEPTIONIST

DESCRIPTION

Job Title: Front Office Executive / Receptionist / GRE (Guest Relations Executive)
Handle guest interaction, bookings, and front desk operations.

Organization: MK Patwari Services Pvt Ltd

Location: New Town, Kolkata, West Bengal

Job Type: Full-time, Permanent

Experience: 0–3 years (Freshers can apply)

Salary: Up to ₹25,000 per month

Shift: Evening / Rotational

Contact Number: +91 9834908547

About the Company

This company operates a premium rooftop lounge and fine-dining destination known for its vibrant atmosphere and high-quality guest experience. The team focuses on hospitality, comfort, and customer satisfaction.

Job Overview

We are hiring Front Office Receptionists / GRE for handling guest interaction and front desk tasks. This role is ideal for candidates who enjoy working in hospitality and meeting new people daily.

Key Responsibilities & Daily Work

- Manage front desk and welcome guests
- Greet guests in a polite and professional manner
- Handle reservations and booking requests
- Answer calls and respond to guest queries
- Coordinate with service staff for smooth operations
- Maintain clean and presentable reception area
- Handle guest feedback and resolve issues quickly
- Assist in billing and basic admin work
- Maintain guest records and follow-ups

Eligibility & Skills Required

- Good communication skills (English, Hindi, Bengali preferred)
- Presentable personality
- Basic computer knowledge (MS Excel, Word)
- Ability to work in fast-paced environment
- Customer-focused attitude

Work Schedule

- 6 days working
- Evening / rotational shifts

How to Apply

Send your CV on WhatsApp.

Contact Details:

WhatsApp: +91 9834908547