

### Front Desk Job Description:-

1. Handles guest and employee enquiries courteously and efficiently, reporting complaints or problems.
2. Customer follow-up for due fees/ assessments through telecalling
3. Assisting the team for road shows and workshops during the marketing events outside the company premises.
4. Ensures that an efficient and accurate filing system, both manuals as well as electronic, is maintained at all times.
5. Maintains complete and supported records of all Registration forms, Contracts, and Quotations for the Centre.
6. Establishes an efficient trace File to ensure that all business booked is properly tracked.
7. Submits Sales report to Assistant Director of Catering on time.
8. Provides accurate reporting of business booked to the Sales Coordinator for monthly consolidation.
9. Prepares and ensures all Event Orders are distributed to the concerned department on time.
10. Managing vendors, bills, and inventory.

Job location:- Gurgaon Sector 60

Job Timings:- Weekdays (11 am to 8 pm), Weekends (9 am to 6 pm), Monday weekly off.

**Please share your resume at: [contact@pmspl.net.in](mailto:contact@pmspl.net.in)**