

## Receptionist jobs

### Qualifications

Any Graduate or HM diploma holders

### Experience

Fresher or experienced both can apply

### Skills

Good communication skill and personality.

### Responsibilities

Handling of walk in customer in hotel. Greeting all customers and allocate room. Transferring call as necessary. Taking care of booking. Managing office supply such as stationary, equipment and furniture. Handling Queries and complaints through email or phone etc.

### Job Benefits

Free food and accommodation provided by company

### Description

Hiring Receptionist cum Front office Executive for Reputed 4 Star Hotel

Job Location : Manali

No. of Requirement : 1,

Gender : Male/Female

Age : 20- 30 years,

Interested candidate can send Resume to [motivflyconsultant@gmail.com](mailto:motivflyconsultant@gmail.com). **In addition**, candidates are suggested to write Job Title in subject while applying for a job through email. It would be easy for us to shortlist the candidates. We will call to those candidates who will be shortlisted. For more information about job or jobs applications, candidate can call us on below numbers Monday to Friday 11 am to 4 pm. Candidate can visit our address mentioned below. Without mask candidate will not be allowed.

Motivfly Consultancy Services Pvt. Ltd.

Address : Ropa, Near New Bus Stand Sundernagar,

P.O. -Bhojpur, Distt – Mandi.(H.P.) 175002

CALL : +919816912801, +919816107301,+917649909488

Email : [Motivflyconsultant@gmail.com](mailto:Motivflyconsultant@gmail.com)

Website : [www.motivflyconsultancy.com](http://www.motivflyconsultancy.com) or <https://motivflyconsultancy.in>

Facebook : [www.facebook.com/motivflyconsultancy/](https://www.facebook.com/motivflyconsultancy/)

### Hiring organization

Motivfly Consultancy Services Pvt. Ltd.

### Employment Type

Full-time

### Beginning of employment

14/01/2021

### Duration of employment

2 years (Extendable )

### Industry

Hospitality

### Job Location

Manali, Himachal Pradesh, India

### Working Hours

10 hours

### Base Salary

INR 7000 - INR 8000

### Valid through

31.12.2021

### Contacts

9816912801,  
9816107301

7649909488,

