

JOB DESCRIPTION

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|------------------------|--|---------------------|---------------------------------|
| Profile | Front Office Executive | Profile id | VYS-FOA-05112016 |
| Industry | Drug Development & Regulatory Consulting | Designation | Executive / Sr. Executive |
| Functional Area | Office Administration | Market Focus | India, US, EU, Emerging Markets |

Objective

Front office executive will often be the first person that employees and potential clients talk and see, so you're always representing the company. You also need to be aware of things going on in an organization, from knowing which important meetings will be taking place to co-ordinating deliveries and organizing travel arrangements for staff.

Key Accountabilities

- To handle front office and admin department
- Screening telephone calls, inquiries and requests, and handling them appropriately
- Attending to visitors and maintaining records
- Coordinating with Clients/Vendors as per requirements
- Receive, direct and relay telephone messages and fax messages
- Maintaining the Attendance Register as required
- Maintaining Office stationary, Office Records and Documentation as required
- Taking care of services as per AMC, Office maintenance.
- Making Travel Arrangements including booking air tickets, hotels.
- Adhering to all safety procedures and informs management of any unsafe conditions.
- Receiving postal, courier packages addressed to the employees of the organization and sending them to the addressed person correctly.
- Perform other related duties as required.

Qualifications

- Any Graduate/Undergraduate Degree
- Prior experience of 0.3 to 1year desirable

Skills

- Expertise with Microsoft Office applications, particularly PowerPoint and Excel
- Should be presentable, pleasing personality, smart worker, polite & sincere
- Excellent Communication and interpersonal Skills
- Excellent telephone manners.