

## **VACANCY: Front Office Executive at CUTS International, Jaipur**

### **Job Profile**

We seek an experienced Front Office Executive to be a part of dynamic teams within CUTS. Person will be responsible for handling front office reception and administration duties, including greeting guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing email to relevant departments.

### **Responsibilities**

- Handled all front desk operations, incoming, outgoing, transferring calls, EPABX, etc.;
- Screening calls and taking messages;
- Front Office Management like coordinating with guests/vendors and greeting visitors, answering their queries and respond/redirect their inquiries;
- Travel Desk Management - domestic and international flight or train bookings and accommodation arrangements;
- Raising PO for stationeries, handling housekeeping materials and maintaining adequate inventory of office supplies;
- Handling inward & outward courier documents;
- Coordinating with candidates during interviews;
- Documents filing, archiving, photocopying, scanning and faxing documents;
- Events management - Birthday Greetings, team outings and other logistical support;
- Coordinating with events team for various events;
- Miscellaneous task provided time to time.

### **Qualifications and Experience**

- Master's or Bachelor's from an institute of good repute;
- 1-2 years of relevant experience;
- Experience of working in a multicultural environment will be an added advantage;
- Competency in the use of MS office, Google, Email etc.

### **Skills**

- Excellent communication skills both verbal and written;
- Passionate about work and learning new things;
- Critical thinking;
- Great team player;
- Ability to generate goodwill with colleagues;
- Comfortable working in fast paced and deadline driven environment;

### **Compensation**

CUTS recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

### **Location**

The position will be based in Jaipur.