Front office Executive,.....

 A front office executive is the first point of contact at the office and is also an integral part of the administration team. They help to coordinate between the individuals visiting the office and the administrative team. They sometimes have to introduce the client to the higher management of the organization. It is necessary for a front office executive to possess a very pleasing personality and effective communication skills.

The major roles of a front office manager are:

A front office executive is responsible for attending all the incoming calls, responding to them and transferring the call to the appropriate department.

A front office executive is responsible for greeting the customer/ guest at the office.

A front office executive is responsible for maintenance of important documents, files and records in an organized manner.

A front office executive is responsible for providing assistance to the heads in the administration department.

A front office executive is responsible for keeping all the stationary items in the organization up to date and order for fresh stock.

A front office executive is responsible for supervising the housekeeping department and ensuring that all the items are there in the stock.

A front office executive is responsible for attending to a visitor or customer present physically at office.
A front office executive is sometimes responsible for providing information about the services and products of the organization.

A front office executive is responsible for adhering to all the safety procedures and keeping the management informed about any kind of unsafe situation.

A front office executive is responsible for attending meetings and trainings as per requirement.

A front office executive is responsible for conferring and coordinating with other departments.