

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY

(Deemed to be University)

WALK – IN - INTERVIEW

Position: Jr. Associate (Front Office)

Walk-in-Interview shall be held for the post of Jr. Associate (Front Office) for TIET.

Interview will be held as per details under:

Date: **23rd January 2018**

Time: 04:00 PM – 05:30 PM

Experience: 2-5 years

Venue: HR Department, TIET, Patiala

Job Specifications:

The candidate should be a graduate in any discipline with at least 50% marks. He/ She should have a good operational knowledge in computers (specifically Word & Excel) and be very good in Communication Skills (more specifically English Language). Those having experience in service sector in front end jobs of customer relations management will also be considered.

Job Description:

Responsible for keeping front desk tidy and presentable with all necessary material, Greet and welcome guests, Answer questions and address queries, Answer all incoming calls and redirect them. Maintain records of guest in / out register. Monitor front desk expenses and costs. Should be familiar with handling of EPABX systems. Receives & transfer telephone calls.