

Designation	:	Officer – Front office
Department	:	Admin

Job Purpose: Front office coordination and assisting with admin functions to ensure smooth operations.

Job Responsibilities:

- 1) Managing reception EPABX and transferring calls to concerned employees of the respective departments.
- 2) Coordinating with security and attending office visitors. Informing the concerned department person about the guest and after seeking confirmation from them, guest/office visitors will be directed to meet the concerned person.
- 3) Assisting and coordinating employment engagement activities and events such as Women's Day, Dasara Pooja, New Year Celebration, etc.
- 4) Collecting all incoming couriers, posts, and RPAD and entering their data in the system for record purposes & handing over them to the Despatch team.
- 5) Coordination with PMT, Training, Sales Heads and other departments for the tour programs (TP), maintain the consolidated TPs and highlight the changes/deviations if any. Send the consolidated TPs to the HR team and Internal Audit team every week.
- 6) Monitoring housekeeping staff attendance and reporting any concerns to agencies for relievers and replacements housekeepers, ensure smooth operation and maintain cleanliness standards effectively. Attendance preparation and bill verification if the concerned person is not available.
- 7) Coordinating with Café Coffee Day for procurement of tea bags, green tea, sugar, milk, coffee beans, soups, etc., ensure consistent stock availability. Providing stock and utilization information to the HR team supports efficient supply management and enhances employee welfare if the concerned person is not available.
- 8) Attendance of Drivers & other staff.
- 9) Coordinate with the Manipal Hospital and Medical Team for Annual Health checkups of Employees & preparing IOMs for clearing the bills charged towards the same.
- 10) Any other activities related to HR and Admin as per management instructions.