Dear Job Aspirant,

We wish to contact you for the position below **Front Office Executive**

* Designation: **Front Office Executive**
* Qualification: Graduate in any stream (preferably in Hospitality or Business Administration)
* Location: Mumbai
* Experience: 3+ Years

**Company Profile :**

UNIDEL is a family of innovative technology companies that serve large and under-served with data-led insights. Established in 1973, UNIDEL companies across the Industrial IoT, WealthTech, and CareerTech segments are designed to re-imagine solutions for current industry challenges. With offices in India, US, and Japan, this company serves global customers with disruptive technology solutions as its businesses are at the forefront of global data-led disruptions that help transform daily lives and assist organizations with critical and informed decision-making. Throughout its history, UNIDEL has led pioneering efforts to create many first of its kind products and solutions.

For more information, visit [www.unidel-group.com](http://www.unidel-group.com).

We are seeking a dynamic, well-groomed, and efficient professional to manage front desk operations, guest relations, housekeeping coordination, and provide executive-level administrative support to the Chairman/Managing Director. The ideal candidate will serve as the face of the company, reflecting professionalism, discretion, and a keen attention to detail at all times.

 **JOB Description:**

Key Responsibilities:

**Reception & Front Office Management**

* Greet visitors in a warm, professional manner and direct them appropriately.
* Handle incoming calls, emails, and general inquiries efficiently.
* Maintain the front desk and reception area in a neat and organized manner.
* Maintain a clean and organized front and entire office area.
* Provide administrative support to various departments as needed.

**Guest Relations**

* Ensure a courteous and seamless experience for all visitors and guests.
* Coordinate refreshments, meeting room setups, and visitor needs.
* Maintain visitor records and follow security protocols.
* Guide and support housekeeping staff in serving food and beverages properly.

**Housekeeping & Pantry Coordination**

* Supervise and coordinate daily housekeeping activities to maintain office cleanliness and hygiene.
* Monitor and maintain housekeeping and pantry inventory.
* Ensure regular tracking and timely replenishment of supplies.
* Report issues or lapses in services to the concerned departments.

**Desired Candidate Profile**

* **Education:** Graduate in any stream (preferably in Hospitality or Business Administration)
* **Experience:** Minimum 3 years in a similar corporate role
* **Skills & Attributes:**
* Excellent communication skills in English, Hindi, and Marathi
* Presentable with a polished and professional demeanor
* Proficiency in MS Office tools (Word, Excel, Outlook)
* Strong organizational, time management, and multitasking abilities
* Ability to maintain confidentiality and handle sensitive matters with integrity

Regards,

HR Team