

Job Description – Front office Associate

Company Profile

Smartworks is India's largest agile workspace, with a footprint of 2 million sq. ft. across 20 locations in 9 cities catering to more than 300 organizations across large enterprises, SME's, unicorn startups.

Founded in April 2016, Smartworks is reinventing enterprise workspace to become the best agile workspace experience provider across the globe.

Job brief

Smartworks is seeking passionate Front Office Associates for its centers across India (Delhi NCR, Bengaluru, Pune, Chennai, Hyderabad, Kolkata, and Mumbai)

Responsibilities include:

- Professionally Greet Members & guests
- Manage Phone Calls
- Check in Member & Guests Assist with Events
- Assist with Maintenance
- Update Member Accounts
- Assist with Cafe Inventory

Desired Skills and Experience:

- Excellent Communication & writing Skills
- Exceptional Organization and multi-tasking skills
- Passion for understanding Smartworks Mission and Values
- Graduate/ Hospitality degree
- Knowledge of MS Office is a plus