

You will be the friendly face of the office, handling front-desk duties and managing administrative tasks, particularly around travel bookings.

- **Work location:** Wagle Estate, Thane (on-site)
- **Salary:** ₹15,000 – ₹25,000 net in-hand

Key Responsibilities

Front-Desk Reception

- Greet and welcome visitors, ensure professional first impressions
- • Answer, screen, and forward incoming calls and emails promptly
- • Maintain reception area: tidy desk, stationery, visitor log, badges

Administrative Support

- Manage mail/courier – receive, sort, distribute
- Schedule appointments, maintain calendars, prepare meeting rooms
- Handle general admin tasks: filing, photocopying, data entry

Travel Booking & Travel Desk Duties

- Book domestic travel (trains, flights) and hotel stays for staff/guests
- • Coordinate with travel partners/agencies for best deals
- • Maintain travel MIS/logs, reconcile costs, prepare expense vouchers

Qualifications & Skills

- **Education:** Minimum 12th pass; graduation preferred

- **Experience:** 6 Months –1 years in front-desk/admin; travel booking experience preferred
- **Technical Skills:**
- MS Office (Word, Excel, Outlook) Booking portals: MMT, EaseMyTrip, IRCTC, or similar