

**Designation:** Executive - Guest Relations

**Summary:**

The incumbent is responsible for ensuring and providing flawless, upscale, professional and high class guest relations experience.

**Job Description:**

What does this role hold for you?

- Greet and welcome guests on their Arrival.
- Responding to guests needs and anticipating their unstated ones.
- Coordinate and manage communication between visitors and staff and follow up to ensure we resolve customer concerns.
- Coordinating all public relations activities.
- Event planning experience.
- Establish friendly relationships with regular visitors.
- Provide basic and accurate information in-person and via phone/email.
- Keep updated records of office expenses and costs.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

**Eligibility**

- Interpersonal skills patience, listening, and communicating are all people skills a front office executive must tap into while assisting guests.
- Multitasking handling phones, dealing with visitors, and responding to staff requests at the same time.
- Attention to detail being able to follow procedures in the way the employer wants keeps the visitor experience consistent and in line with the company's image.

Interested candidate can E-Mail CV @ [careers@spaze.in](mailto:careers@spaze.in)