

Indian Institute of Health Management and Research (IIHMR). It was later converted as IIHMR University in 2014. IIHMR University is a leading knowledge institution of the country engaged in teaching, research and training in the domains of public health, health and hospital administration, pharmaceutical management and rural development. Over the past 37 years, IIHMR University has carved a niche for itself among management institutions, both in India and abroad.

Applications are invited for the post of Front Desk Executive/ Receptionist

Designation: Front Desk Executive/ Receptionist

Job Responsibilities:

1. To ensure instant and good communication of all outside persons contacting University and all inside persons contacting outside persons out of the Institute using communication system.
2. To ensure reception area fully neat and clean and continuously update and display relevant items from time to time.
3. To be responsible for all guests coming to meet any person in the University, and follow the system in force from time to time. Also be responsible for distribution of all incoming mails either by post or person to concerned persons.
4. She/he will look after the EPBX System, Intercom System and all P&T lines.
5. She/he will ensure that all communication system should run properly and smoothly the total.
6. She/he will ensure that reception area is always clean and quite in order.
7. She/he will update the Display Board time to time.
8. She/he should be careful regarding the movements of the guests who are coming to meet any person in the University. They should wait in the reception lobby, only after getting proper information of the concerned person they are entitled to get an entry in our internal working area.
9. She/he will ensure that all incoming mails are distributed to the concerned person properly.
10. As the total communication system (EPBX, Telex, Fax, Photocopiers etc.) will be maintained under her supervision, so the checking and verifying of the concerned bills related to all the communication system will be done by her only. After the proper verification of bills, she is requested to send the bills to Administration.
11. To accomplish any other responsibilities which may be assigned time to time for authorised person.

Essential Skills and Background:

- Graduate or Post-Graduate from relevant field with 1 to 3 years of similar experience
- Good knowledge of EPBX system
- Should be presentable with good spoken English
- Passionate, Enthusiastic team player

Qualified and interested candidates should apply within 7 days through <https://iihmr.edu.in/jaipur/careers-form>

For more information, please visit the website www.iihmr.edu.in