

## Position Profile:

<b>Post Title</b>	<b>EXECUTIVE – FRONT OFFICE AND ADMINISTRATION</b>
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<b>No. of Positions</b>	<b>Locations</b>	
<b>1</b>	<b>Chennai</b>	

<b>Attributes</b>	<b>Minimum Criteria</b>	<b>Desirable Criteria</b>
Experience	3 – 5 years of experience in front office and admn	Female Candidates only
Education Qualification	Any Degree	Age Limit – 25 - 28

### Job Description:

<b>Job Description – Executive – Front Office and Admn</b>
<ol style="list-style-type: none"><li>1. To handle the entire telephone and reception activities at the front office</li><li>2. To monitor and ensure the payment of mobile and telephone bills</li><li>3. On time reservations for travel through rail / air / road transport.</li><li>4. To ensure on time payments for Travel Billing</li><li>5. To process any other bills relating to front office / reception on time</li><li>6. To closely interact with the branches for ensuring smooth functioning of all the travel bookings</li><li>7. Ensuring proper usage of EPABX</li><li>8. To execute the mobile connection payments as per policy</li></ol>