

## Qatar Airways Recruitment 2023 – Jobs For Freshers – Front Office Coordinator Post

### Hiring organization

Qatar Airways

### Job Location

India

Remote work from: IND

### Date posted

August 22, 2023

### Valid through

31.12.2023

### Base Salary

Rs. 13,600 - Rs. 19,600

APPLY NOW

### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## Qatar Airways Recruitment 2023

The Front Office Coordinator is responsible for providing administrative support to the Front Office team. This includes tasks such as answering phone calls, greeting guests, and processing paperwork. The ideal candidate will be a friendly and efficient individual with excellent communication skills.

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### Qatar Airways Careers

#### Responsibilities:

- Answer phone calls and greet guests
- Process paperwork such as check-in and check-out forms
- Provide information to guests about the hotel's facilities and services
- Coordinate with other departments to ensure smooth operations
- Other duties as assigned

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### Qatar Airways Jobs Near Me

#### Skills:

- Excellent communication skills, both verbal and written
- Strong customer service skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Bilingual (English and Arabic) is a plus

## Important Links

## Find the Link in [Apply Now](#) Button

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