

Job Description – Front office Associate

Company Profile

Smartworks is a unique approach and initiative to cater to professionals who seek proactive working spaces. Spread across multiple cities across India, we offer fully serviced modern office spaces that includes private offices for individuals and teams, shared offices and virtual offices. We believe you should be working in your own self-motivated space, yet leaving all doors open for community networking. Because like-minded folks create clones, diversity brings brainstorms

Job brief

A juggler who ably manages several worlds while remaining unfettered!

Responsible for building and maintaining relationship with a portfolio of partner organization to drive business growth.

Responsibilities include:

- Professionally Greet Members & guests Manage Phone Calls
- Check in Member & Guests Assist with Events
- Assist with Maintenance
- Update Member Accounts
- Assist with Cafe Inventory

Desired Skills and Experience:

- Excellent Communication & writing Skills
- Exceptional Organization and multi-tasking skills
- Passion for understanding Smartworks Mission and Values
- Graduate/ Hospitality degree
- Knowledge of MS Office is a plus