

Job Description — Front Desk Executive

Role: Front Desk Executive **Location:** Bengaluru (On-site) **Experience:** Freshers welcome; up to 3 years experience preferred **Employment Type:** Full-time.

About the Role RK Group is looking for a presentable, organised, and proactive Front Desk Executive to be the first point of contact for visitors, clients, and staff at our Bengaluru office.

Key Responsibilities

- Manage front desk operations — greet visitors, direct inquiries, and maintain the reception area
- Handle inbound calls, emails, and courier/dispatch coordination
- Maintain visitor logs, appointment scheduling, and meeting room bookings
- Support HR and Admin teams with documentation, onboarding logistics, and office supplies
- Coordinate with housekeeping, security, and facility vendors
- Maintain neatness and professionalism of the front office at all times

Required Skills

- Basic computer proficiency — MS Office (Word, Excel, Outlook) and Tally (preferred)
- Good spoken and written communication in English and Kannada/Hindi
- Pleasant personality, professional appearance, and courteous demeanor
- Ability to multitask and stay calm under pressure
- Willingness to learn and take ownership of responsibilities

Qualifications

- Any graduate Eg., (B. Com, BA, BBA preferred)
- Diploma or certificate in Computer Applications / Office Management is an advantage
- **Freshers from reputed computer training institutes are encouraged to apply**