



### In Association with

**About US:** At JMV HYUNDAI, we're the premier dealership in North India, offering top-notch sales and service facilities. With a focus on customer satisfaction, we strive to enhance the car buying experience, providing expert staff for all needs, from sales to service. Beyond Hyundai cars, we also offer used cars, insurance, finance, and accessories, ensuring a comprehensive experience. Our state-of-the-art workshops and skilled technicians guarantee instant, efficient, and personalized service. Recognized with 25 awards in the past 6 years, we welcome you to JMV Hyundai on Sohna road, Gurgaon, where your dream of owning a car becomes a reality.

**Role:** Receptionist

**Minimum Experience:** 2 Year in similar role

**CTC:** 2.6LPA to 3.3LPA

### Position Summary:

We are seeking a friendly and professional receptionist to join our team. The receptionist will be the first point of contact for visitors and clients, providing exceptional customer service and administrative support.

### Key Responsibilities:

1. Greet and welcome visitors in a courteous and professional manner.
2. Answer and direct phone calls promptly and efficiently.
3. Manage and prioritize incoming and outgoing mail and packages.
4. Maintain a clean and organized reception area.
5. Assist with various administrative tasks, including data entry, filing, and scheduling appointments.
6. Ensure all visitors sign in and receive appropriate security badges or passes.
7. Handle inquiries and provide information to visitors, clients, and staff.
8. Assist in coordinating meetings and events as needed.
9. Collaborate with other team members to ensure seamless operations of the front desk.
10. Uphold company policies and procedures, including confidentiality and security protocols.