FRONT DESK RECEPTIONIST

Job Ref. No: #JDMPR3484

2025 - 2026

- **Company Name** : Moris Media Private Limited
- **Designation** : Front Desk Receptionist
- **Job Type** : Full Time
- **Industry** : Media & Marketing Industry
- **Department** : Administrative Department
- **Work Model** : Remote
- **Salary** : Negotiable Salary

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is Currently Hiring for Front Desk Receptionist India this job May requires you to serve as the primary point of contact for all visitors, clients, partners, and internal stakeholders within an onsite office environment. The Front Desk Receptionist is responsible for creating a professional and organized first impression while ensuring smooth front office operations throughout the workday. This role demands a high level of personal presence, communication clarity, and situational awareness, as it directly represents the company's standards, discipline, and workplace culture.

The position involves managing in-person interactions, handling incoming calls, coordinating visitor access, and supporting daily administrative flow across departments. The Front Desk Receptionist is expected to communicate confidently in English and Hindi, respond to inquiries with accuracy, and route information to the appropriate internal teams without delays or miscommunication. Consistency, discretion, and accountability are essential, as the role handles sensitive conversations, schedules, and documentation on a regular basis.

Working onsite, the Front Desk Receptionist supports collaboration by ensuring meeting coordination, maintaining front desk records, and assisting teams with essential administrative requirements. The role requires the ability to manage multiple responsibilities while maintaining calm, order, and professionalism during high-traffic periods. Attention to detail, punctuality, and a structured working style are critical to maintaining daily operational continuity.

This position suits individuals with a strong personality, polished communication skills, and a service-oriented mindset who are comfortable operating in a professional office setting. The Front Desk Receptionist plays a key role in relationship continuity, internal coordination, and client experience by ensuring every interaction reflects reliability, respect, and organizational discipline. The role aligns with full-time onsite collaboration and contributes directly to operational efficiency and workplace standards.

Primary Responsibilities

• **Front Desk Representation**: Serve as the official first point of contact for all visitors, clients, partners, and internal stakeholders entering the office premises

• **Visitor Reception Management**: Welcome guests with professionalism and ensure a consistent first impression aligned with Moris Media workplace standards

• **Call Handling and Communication**: Manage incoming calls efficiently and communicate clearly and confidently in English and Hindi

• **Inquiry Coordination**: Address visitor and caller inquiries accurately and direct them to the appropriate internal teams without delay

• **Access and Visitor Control**: Maintain visitor entry protocols, manage access permissions, and ensure visitor logs are properly updated

• **Meeting Coordination Support**: Schedule meeting rooms, assist with meeting arrangements, and support smooth coordination across teams

• **Administrative Assistance**: Support daily administrative flow by assisting departments with front office related coordination tasks

• **Record Maintenance**: Maintain front desk registers, schedules, and basic documentation with accuracy and consistency

• **Internal Communication Flow**: Facilitate clear communication between departments to support operational continuity

• **Professional Conduct Maintenance**: Demonstrate calm, discipline, and professionalism during high-traffic or high-pressure periods

• **Confidential Information Handling**: Manage sensitive conversations, documents, and schedules with discretion and accountability

• **Time and Attendance Discipline**: Ensure punctuality and consistent front desk coverage as per office working hours

• **Office Presentation Oversight**: Keep the reception and front office area organized, presentable, and functional at all times

• **Client Experience Support**: Contribute to relationship continuity by ensuring every interaction reflects reliability and respect

• **Onsite Collaboration Support**: Assist teams in maintaining smooth onsite coordination and overall workplace efficiency

Required Skills

• **Front Desk Communication Skills**: Strong verbal communication skills with the ability to interact confidently with visitors, clients, and internal teams in English and Hindi

• **Professional Personality**: Confident, outspoken, and presentable personality suitable for representing Moris Media at the front desk

• **Client and Visitor Handling**: Ability to manage in-person interactions, inquiries, and requests with clarity, courtesy, and professionalism

• **Administrative Coordination**: Basic administrative and coordination skills to support daily front office and team requirements

• **Time Management Ability**: Capability to manage multiple responsibilities while maintaining order and consistency during busy office hours

• **Discretion and Accountability**: Ability to handle sensitive information, schedules, and conversations responsibly

• **Onsite Adaptability**: Comfort working full-time onsite in a structured professional office environment

• **Travel Readiness**: Willingness and flexibility to travel when required for official or operational purposes

• **Relevant Work Experience**: 1 to 3 years of experience in a front desk, receptionist, or similar office-facing role

• **Workplace Discipline**: Strong sense of punctuality, reliability, and adherence to organizational standards

Qualifications & Experience

• **Educational Qualification**: Bachelor's degree in any discipline from a recognized institution; additional certification in office administration or front office management is an advantage

• **Travel Availability**: Open to travel when required for official, administrative, or coordination-related responsibilities

• **Technical Specifications**: Access to a high-performance laptop or desktop system with sufficient processing capability to manage daily office coordination, documentation, and communication tasks

• **Internet Connectivity**: Reliable high-speed broadband internet connection to support communication, coordination, and access to online systems when required

• **Workstation Setup**: Availability of a structured workstation, physical or virtual, that supports organized task management and focused work

• **Operational Readiness**: Ability to use standard office software, communication tools, and basic documentation systems efficiently

• **Salary**: Salary is negotiable and will be discussed during the selection process based on experience, skills, communication ability, and overall professional suitability

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

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