**JOB ROLE & TIME SHEET OF**

**DESIGNATION: RECEPTIONIST CUM TELECALLER**

**REPORTING TO: HR MANAGER**

**Job Responsibilities:**

* Front desk management.
* To handle walk-in customers.
* To handle queries comes to reception.
* Daily cold calling.
* Follow up calling.
* To ensure proper entries of all the visitors.
* To maintain registers like, attendance register, visitor register and employees movement register.

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| Daily Activity  | Weekly Activity  | Monthly Activity |
| Daily Call | follow up to clients if required | follow up to clients if required |
| front Desk management | front Desk management | front Desk management |
| Walking Customer Handling  | Walking Customer Handling  | Walking Customer Handling  |
| Cold Calls to Customer | Cold Calls to Customer | Cold Calls to Customer |
| Telle calling Positive Leads filtering | Telle calling Positive Leads filtering | Telle calling Positive Leads filtering |
| Register Filling | Register Filling | Register Filling |
| Client Queries | Client Queries | Client Queries |