

## Front Office Executive

### Company Profile:

[Samhita](#) collaborates with companies to develop impactful corporate social responsibility (CSR) initiatives. We shape strategies, design programs, facilitate implementation, and assess the impact of projects. We also work with foundations and donor agencies to bring multiple stakeholders together to address critical social issues collectively and on a large scale.

Our core technology platform, [Samhita GoodCSR](#), revolutionizes the execution and monitoring of social sector projects. GoodCSR has been developed in collaboration with [Collective Good Foundation](#) (CGF) and is supported by the Bill & Melinda Gates Foundation and the Tata Trusts.

We also work closely with CGF to provide comprehensive project management solutions in sectors such as healthcare, education, Water, Sanitation & Hygiene (WASH), and women's empowerment.

### Job Description:

1. Greet and welcome guests as soon as they arrive at the office
2. Direct visitors to the appropriate person in the office
3. Answer, screen and forward incoming phone calls
4. Provide basic and accurate information in-person and via phone/email
5. Maintain office security by following safety procedures and controlling access via the reception desk (monitor visitor logbook, track couriers, etc.)
6. Handle petty cash
7. Order front office supplies and keep inventory of stock
8. Update conference room calendar
9. Arrange travel and accommodations, and prepare vouchers
10. Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
11. Housekeeping Management
12. Leave & Attendance Management

### Skills required:

1. Three+ years of experience managing Front Office & Administration functions
2. Excellent communication skills
3. Strong project management skills managing complex, multifaceted projects resulting in measurable successes
4. Can work with minimal supervision

**Job Location:** Goregaon(E), Mumbai

If you would like to take up this challenge, then kindly send your resume to [careers@samhita.org](mailto:careers@samhita.org)