



Position: Front Desk Executive / Receptionist (Female only)
Division: All (Group level position)
Location: Mumbai, Maharashtra.
Experience: 2 to 5 years of relevant experience
Qualification: Graduate in any discipline

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 30 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Delhi, Ahmednagar and Chennai. Shrijee has three fully equipped manufacturing facilities located in the western and southern parts of India.

We have more than 130 people in our team, including 50 Engineers and 15 MBAs. In addition to these, at any given time, we usually have 100-200 people working on our sites in India & overseas.

We are looking for an “**Front Desk Executive / Receptionist**” for our Mumbai. Candidate will report to the HR Manager.

Responsibilities include:

1. Greeting and welcoming visitors, helping them navigate through an office, and supplying them with refreshments as they wait.
2. Receiving, making & transferring phone calls to relevant departments.
3. Maintain calendars for appointments, meetings and plan travel arrangements like Air/Train Tickets, Hotels, Visa process etc.
4. Maintaining data of inward-outward couriers, invoices, bills etc.
5. Maintaining filing systems, Managing office stationery.
6. Performing other administrative related tasks as assigned.

We are looking for:

1. Graduate in any discipline with fluency in English (Reading, Writing, Speaking)
2. Appropriate dressing, Timely reporting to office.
3. Familiarity with phone systems.
4. Strong written and verbal communication skills, Telephone skills.
5. Strong computer skills (MS Word, MS Excel, MS PPT, Internet).
6. Team spirit, good work ethic and high integrity (we do a thorough background check).

Salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: www.shrijee.com. If interested, please send resume and cover letter to:

Shrijee Group

A-504, Dynasty Business Park,
Andheri-Kurla Road, Andheri (East),
Mumbai - 400059.
Phone: + 91- 22 -4050 1000
E-mail: careers@shrijee.com

In case of e-mail applications, please put “**Front Desk Executive / Receptionist**” in the subject line.

Shrijee Group

Sugar Mills

Sugar Refineries

Ethanol Plants

Cane Crop Solutions