



<https://zioninfracon.com/job/customer-relationship-executive/>

Front Office Executive / Customer Relationship Executive

Description

Zion Infracon – A Leading Construction & Real Estate Development Company is seeking a dynamic, presentable, and customer-oriented **Front Office Executive cum Customer Relationship Manager** to manage front desk operations and maintain strong client relationships. The ideal candidate will serve as the first point of contact for clients and visitors, ensuring a professional and welcoming environment while supporting sales and customer service teams with effective communication and client management.

Why Join Zion Infracon?

- Work with one of Bhubaneswar's fastest-growing construction companies.
- Opportunity to grow in a client-facing, responsible role.
- Collaborative and professional work environment.

Responsibilities

Front Office Management:

- Greet and welcome visitors in a professional and friendly manner.
- Handle incoming calls, emails, and direct them to the appropriate departments.
- Maintain a clean, organized, and presentable reception area.
- Manage appointments, meeting schedules, and visitor logs.
- Coordinate with housekeeping and admin for office maintenance.

Customer Relationship Management:

- Maintain strong, long-term relationships with existing and potential clients.
- Handle customer inquiries, complaints, and feedback in a timely and professional manner.
- Coordinate with sales and technical teams for follow-ups and client updates.
- Maintain customer records and communication history in CRM systems.
- Support the sales team in post-sales engagement and documentation.

Education

Graduate or Intermediate in any discipline

Qualifications

Key Skills & Competencies:

- Excellent verbal and written communication in English, Hindi, and Odia.
- Professional appearance and demeanor.
- Strong interpersonal and customer service skills.
- Proficiency in MS Office (Word, Excel, Outlook).

Hiring organization

ZION INFRACON

Employment Type

Full-time

Industry

Construction, Infrastructure

Experience

- 0-3 years of experience in front office, customer service, or CRM roles.
- Experience in real estate, construction, or related industry will be an added advantage.

Working Hours

8 Hours/Day

Base Salary

₹ 10000 - ₹ 15000

Date posted

September 8, 2025

Valid through

31.10.2025

- Ability to handle multiple tasks and prioritize effectively.
- Basic knowledge of real estate or construction industry is a plus.

Qualifications & Experience:

- Graduate in any discipline (preferably in Business Administration or Hospitality).
- 2–4 years of experience in front office, customer service, or CRM roles.
- Experience in real estate, construction, or related industry will be an added advantage.

Job Location

A1, Surya Nagar, 751003, Bhubaneswar, Odisha, India

Job Benefits

Work Schedule:

- Full-time, 6 days a week
- Office Hours: 10:00 AM – 6:30 PM

Salary:

₹15,000 – ₹25,000 per month (Based on experience and skills)

Contacts

Send your updated resume with a cover letter on whatsapp to 7348073486 or you can email to zioninfracon09@gmail.com

Subject Line: *Application for Front Office Executive cum CRM – Bhubaneswar*