

BharatPe Recruitment 2023 – All India Jobs – Front Office Staff Post

Hiring organization
Bharat App

Job Location

India
Remote work from: India

Date posted
August 26, 2023

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Valid through
31.12.2023

Base Salary

USD 19,000 - USD 20,000

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Qualifications

High School Diploma

Employment Type

Full-time

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Description

Bharat App Recruitment 2023

The Front Office Staff is responsible for providing a warm and welcoming reception to visitors and customers, answering phones, and handling administrative tasks. The ideal candidate will be a friendly and outgoing person with excellent communication and customer service skills.

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Bharat App Jobs Near Me

Responsibilities:

- Greet visitors and customers in a friendly and professional manner
- Answer phones and direct calls to the appropriate person or department
- Handle administrative tasks such as filing, data entry, and scheduling appointments
- Provide information about BharatPe's products and services
- Maintain a clean and organized front office area
- Other duties as assigned
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Bharat App Careers

• Skills:

- Excellent communication and customer service

skills

- Strong organizational and time management skills
- Proficiency in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a front office or customer service role
- Bilingual (English and Hindi), a plus

Important Links

Find the Link in [Apply Now](#) Button

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