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

Hiring organization
Capgemini

Job Location

India
Remote work from: India

Date posted
August 14, 2023

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Valid through
31.12.2023

Base Salary

USD 24,000 - USD 30,000

APPLY NOW

Qualifications

10th,12th,Graduate

Employment Type

Full-time

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Description

Capgemini Recruitment 2023

The Front Office Staff is responsible for providing excellent customer service to clients and visitors. This includes greeting and assisting clients, answering questions, scheduling appointments, and providing general information about Capgemini. The ideal candidate will be a friendly and outgoing person with excellent communication and interpersonal skills.

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Capgemini Careers

Responsibilities:

- Greet and assist clients and visitors in a professional and friendly manner
- Answer questions about Capgemini's products and services
- Schedule appointments and manage the front office calendar
- Provide general information about Capgemini to clients and visitors
- Handle incoming and outgoing calls
- File and maintain paperwork
- Other duties as assigned

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Capgemini Jobs Near Me

Skills:

- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Ability to handle multiple tasks simultaneously
- Ability to work under pressure and meet deadlines

Qualifications:

- High school diploma or equivalent
- 1-2 years of customer service experience
- Proficiency in English (written and spoken)

Important Links Strong computer skills

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

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