



<https://jobroll.govhelp.in/job/capgemini-recruitment-2023-jobs-hiring-front-office-staff-post/>

## Capgemini Recruitment 2023 – Jobs Hiring – Front Office Staff Post

**Hiring organization**  
Capgemini

### Job Location

India  
Remote work from: India

**Date posted**  
September 1, 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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