

Infosys Recruitment 2023 – All India Jobs – Front Office Coordinator Post

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
August 7, 2023

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Valid through
31.12.2023

Base Salary

USD 20,000 - USD 24,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

Infosys Recruitment 2023

The Front Office Coordinator is responsible for providing administrative and customer service support to the Infosys front office team. This includes greeting visitors, answering phones, scheduling appointments, and providing information to customers and employees. The Front Office Coordinator must be able to work independently and as part of a team, and must have excellent customer service skills.

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Infosys Jobs Near Me

Responsibilities:

- Greet visitors and provide them with information about the company and its services.
- Answer phones and direct calls to the appropriate person or department.
- Schedule appointments and meetings.
- Provide administrative support to the front office team, such as filing, data entry, and preparing reports.
- Handle customer inquiries and complaints in a professional and timely manner.
- Other duties as assigned.

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Infosys Careers

Skills:

- Excellent customer service skills

- Strong communication skills, both verbal and written
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Excellent organizational skills
- Ability to meet deadlines

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a front office or customer service role
- Proficiency in Microsoft Office Suite

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