

Infosys Recruitment 2023 – All India Jobs – Front Office Posts

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
August 23, 2023

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Valid through
31.12.2023

Base Salary

USD 20,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Infosys Recruitment 2023

The Front Office Associate is responsible for providing administrative support to the Front Office team. This includes greeting and assisting visitors, answering phones, managing the reception area, and providing general information about Infosys. The Front Office Associate 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 and assist visitors, including checking in guests and providing directions
- Answer phones and direct calls to the appropriate person or department
- Manage the reception area, including keeping it clean and organized
- Provide general information about Infosys to visitors and employees
- Other administrative tasks as assigned by the Front Office Manager

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Infosys Careers

Skills:

- Excellent customer service skills
- Strong communication skills (verbal and written)
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Bilingual (English and Hindi) is a plus

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a customer service or administrative role

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

Bilingual (English and Hindi) is a plus

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