



<https://jobroll.govhelp.in/job/jsw-steel-recruitment-2023-free-job-alert-front-office-staff-post/>

JSW Steel Recruitment 2023 – Free Job Alert – Front Office Staff Post

Hiring organization
JSW Steel

Job Location

India
Remote work from: IND

Date posted
August 28, 2023

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Valid through
31.12.2023

Base Salary

USD 12,000 - USD 17,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

JSW Steel Recruitment 2023

The Front Office Staff is responsible for providing excellent customer service to visitors and guests of JSW Steel. Duties include greeting guests, answering telephone calls, providing information about the company, and arranging appointments. The ideal candidate will be friendly, professional, and have excellent communication skills.

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JSW Steel Jobs Near Me

Responsibilities:

- Greet and welcome visitors and guests
- Answer telephone calls and direct calls to the appropriate person or department
- Provide information about the company and its products or services
- Arrange appointments and meetings
- Maintain the front office area
- Other duties as assigned

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JSW Steel Careers

Skills:

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

Qualifications:

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

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

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