# Meesho Recruitment 2023 – Free Job Alert – Receptionist Post

**Hiring organization**
Meesho

**Job Location**
India
Remote work from: India

**Date posted**
August 10, 2023

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**Valid through**
17.01.2024

**Base Salary**
USD 13,000 - USD 18,000

APPLY NOW

**Qualifications**
High school diploma

**Employment Type**
Full-time

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**Description**

## Meesho Recruitment 2023

The Receptionist is responsible for providing a positive first impression of Meesho to visitors and customers. They will greet and welcome guests, answer phones, and direct visitors to the appropriate departments. The Receptionist will also be responsible for maintaining the front office area and ensuring that it is clean and organized.

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**Meesho Careers**

**Responsibilities:**

- Greet and welcome visitors and customers in a professional and friendly manner
- Answer phones and direct calls to the appropriate departments
- Provide information about Meesho to visitors and customers
- Schedule appointments and meetings
- Maintain the front office area and ensure that it is clean and organized
- Handle incoming and outgoing mail
- Order office supplies
- Other duties as assigned

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**Meesho Jobs Near Me**

**Skills:**

- Excellent communication skills, both verbal and written

- Strong customer service skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Ability to maintain a calm and professional demeanor under pressure

**Qualifications:**

- High school diploma or equivalent
- 1-2 years of experience in a customer service or front office role
- Proficiency in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Ability to maintain a calm and professional demeanor under pressure

**Important Links**

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

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