Nykaa Recruitment 2023 – All India Jobs – Receptionist Post

Hiring organization
Nykaa

Job Location
India
Remote work from: India

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Date posted
August 8, 2023

Valid through
31.12.2023

APPLY NOW

Base Salary
USD 14,000 - USD 20,000

Qualifications
12th Passed

Employment Type
Full-time

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Description

Nykaa Recruitment 2023

The Receptionist is responsible for providing a warm and welcoming experience to all Nykaa customers and guests. This includes greeting and directing customers, answering phones, handling inquiries, and providing administrative support to the Customer Service team.

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Nykaa Careers

Responsibilities:

- Greet and welcome customers and guests in a friendly and professional manner
- Answer phones and respond to customer inquiries in a timely and helpful manner
- Provide information about Nykaa products and services
- Schedule appointments and manage customer bookings
- Handle customer complaints and resolve issues in a timely and efficient manner
- Provide administrative support to the Customer Service team, including filing, data entry, and report generation
- Maintain a clean and organized reception area

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Nykaa Jobs Near Me

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
- Attention to detail
- Ability to handle multiple tasks simultaneously
- Ability to work under pressure

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a customer service or front office setting
- Proficiency in English
- Bilingual (Hindi/English) preferred

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

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