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Receptionist For Freshers Jobs - Tech Mahindra/Apply Online All India Jobs

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
January 30, 2024

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Valid through
31.08.2024

Base Salary

USD 13 - USD 28

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Receptionist For Freshers Jobs

As our Receptionist, you'll be the first and last impression for visitors, clients, and employees. You'll play a crucial role in creating a welcoming and professional atmosphere, while ensuring the smooth flow of operations at the front desk. This is an exciting opportunity to be the face of Tech Mahindra's cutting-edge spirit, while utilizing your communication, organizational, and interpersonal skills.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Greet visitors, guests, and employees warmly and professionally, directing them to their desired destinations.
- Manage the front desk, including answering calls, scheduling appointments, and handling visitor registration.
- Maintain accurate records and documents, including visitor logs, calendars, and petty cash.
- Coordinate with other departments to ensure smooth delivery of administrative support.
- Handle basic office tasks, such as photocopying, filing, and running errands.
- Uphold Tech Mahindra's brand values and professional standards at all times.

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Tech Mahindra Careers

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong organizational and time management skills, prioritizing tasks effectively.
- Proficiency in Microsoft Office Suite, with experience in calendar management a plus.
- Positive and enthusiastic attitude with a commitment to providing exceptional customer service.
- Ability to work independently and as part of a team in a fast-paced environment.

Tags: tech mahindra recruitment 2024,tech mahindra recruitment,tech mahindra recruitment 2024,tech mahindra recruitment 2024,tech mahindra,tech mahindra recruitment 2024 for freshers,tech mahindra recruitment process,tech mahindra hiring 2024,tech mahindra off campus drive 2023,tech mahindra off campus drive 2024 batch,tech mahindra recruitment 2020,tech mahindra 2024 off campus drive,tech mahindra jobs,tech mahindra off campus drive,tech mahindra jobs 2024

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