

Tech Mahindra Recruitment 2023 – Jobs Near Me – Front Office Staff Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
August 23, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 38,000 - USD 42,000

APPLY NOW

Qualifications

B.E / B.Tech

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Tech Mahindra Recruitment 2023

The Front Office Staff is responsible for providing excellent customer service to clients and visitors to the Tech Mahindra office. Duties include greeting guests, answering phones, taking messages, scheduling appointments, and providing information about the company. The ideal candidate will be friendly, professional, and have excellent communication skills.

(adsbygoogle = window.adsbygoogle || []).push({});

Tech Mahindra Jobs Near Me

Responsibilities:

- Greet clients and visitors with a warm and friendly attitude
- Answer phones in a professional and efficient manner
- Take messages and route calls appropriately
- Schedule appointments and meetings
- Provide information about Tech Mahindra to clients and visitors
- Maintain a clean and organized front office area
- Other duties as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

Tech Mahindra Careers

Skills:

- Excellent communication skills (verbal and written)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team

- Strong customer service skills
- Attention to detail
- Ability to handle multiple tasks simultaneously

Qualifications:

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

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});