



<https://jobroll.govhelp.in/job/wipro-recruitment-2023-all-india-jobs-coordinator-posts/>

Wipro Recruitment 2023 - All India Jobs - Coordinator Posts

Hiring organization

Wipro

Job Location

India

Remote work from: India

Date posted

September 2, 2023

Valid through

31.12.2023

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Base Salary

USD 10,000 - USD 18,000

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Qualifications

10th,12th,Graduate

Employment Type

Full-time

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Description

Wipro Recruitment 2023

The Coordinator is responsible for providing administrative support to the Client Services team. This includes coordinating and participating in client and vendor relationship calls, managing and monitoring the tracking of all inquiries from clients and select vendors, and creating and maintaining client communications platform. The Coordinator will also assist with pre-sales teams by supporting RFP information gathering and response completion.

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Wipro Jobs Near Me

Responsibilities:

- Greet and welcome visitors to the office
- Direct visitors to the appropriate departments or individuals
- Answer phones and take messages
- Handle administrative tasks such as filing, data entry, and printing
- Maintain a clean and organized front desk area
- Other duties as assigned

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Wipro Careers

Skills:

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Must be able to work flexible hours, including evenings and weekends

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a front office or customer service role
- Fresher candidates with relevant education and training will also be considered

Important Links

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

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