



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

## Wipro Recruitment 2023 – All India Jobs – Front Office Staff Posts

**Hiring organization**  
Wipro

### Job Location

India  
Remote work from: India

**Date posted**  
August 26, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 10,000 - USD 18,000

APPLY NOW

### Qualifications

10th,12th,Graduate

### Employment Type

Full-time

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### Description

#### Wipro Recruitment 2023

The Front Office Staff is responsible for providing a warm and welcoming environment for visitors to Wipro's corporate office. This includes greeting and directing visitors, answering phones, and handling administrative tasks. The ideal candidate will be a friendly and outgoing individual with excellent communication and customer service skills.

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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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