



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

Wipro Recruitment 2023 – Jobs Near Me – Front Office Staff Posts

Hiring organization

Wipro

Date posted

August 21, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

USD 20,000 - USD 28,000

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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