



<https://bestjob.jobsareahub.com/job/asian-paint-recruitment-2023-2-years-experience-required-front-office-assistant-post/>

## Asian Paint Recruitment 2023 - 2+ Years Experience Required - Front Office Assistant Post

**Hiring organization**  
Asian Paint

### Job Location

India  
Remote work from: India

**Date posted**  
April 7, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

## Asian Paint Recruitment 2023

The Front Office Assistant is responsible for providing support to the front office staff. Duties may include clerical work, answering phones, greeting guests, and providing general assistance to guests and visitors. The ideal candidate will have strong communication and customer service skills, as well as a professional demeanor.

### Asian Paint Jobs Near Me

#### Qualifications:

- -Strong communication and customer service skills
- Professional demeanor
- organizational skills
- ability to work independently
- 

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### Asian Paint Jobs For Freshers

They will be responsible for developing a customer experience strategy and

executing tactics that improve customer engagement and satisfaction.

**Responsibilities:**

1. Greet and welcome guests
2. -Answer phones and take messages
3. -Handle clerical duties, such as filing and copying
4. -Provide general assistance to guests and visitors
- 5.

**Important Links**

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

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