

Axis Bank Recruitment 2023 – Jobs For Fresher – Receptionist Post

Hiring organization
Axis Bank

Job Location

India
Remote work from: India

Date posted
March 15, 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

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The receptionist is responsible for providing excellent customer service to all visitors and employees of the company. They will answer phones, greet guests, and direct them to the appropriate person or office. The receptionist will also be responsible for providing administrative support to the office manager.

Axis Bank Jobs Near Me

Qualifications:

-Bachelor's degree or equivalent experience in a marketing or customer service field

-At least 5 years of experience in customer service or marketing

-Strong communication skills and excellent organizational skills

-Familiarity with CRM software and social media platforms

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Axis Bank Jobs For Freshers

The receptionist is the first person that customers meet when they enter the company. They are responsible for greeting customers, answering phones, and directing customers to the correct person or department. They must have excellent customer service skills and be able to handle multiple tasks at once.

Responsibilities:

- Extract data from a variety of resources
- Analyze data for trends and irregularities
- Create customer and property profiles
- Generate reports and presentations

-Monitor customer feedback and analyze it to improve the customer experience;

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

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