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Dabur Recruitment 2023 – Jobs For Freshers – Front Office Assistant Post

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
January 16, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 40,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Dabur Recruitment 2023

The front office assistant will be responsible for ensuring the front office is clean and organized.

Jobs Near Me

Qualifications:

- Excellent communication and customer service skills
- High school diploma or equivalent
- 1-3 years of experience in customer service or hospitality
- Previous experience in an administrative role
- Strong communication and interpersonal skills

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Work From Home Jobs

The front office assistant will provide clerical and administrative support to the front office manager. visitors and clients and requires excellent

customer service skills. Duties may include fielding telephone calls.

Responsibilities:

- Scheduling appointments and maintaining calendars
- Organizing and maintaining records
- Greet guests and direct them to their destination
- Answer phones and handle inquiries

Prepare meeting rooms

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

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