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

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
January 17, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Dabur Recruitment 2023

The front office executive is responsible for the organization and operation of the front office. This includes but is not limited to overseeing the daily activities of the front office.

Jobs Near Me

Qualifications:

- Proven experience as a front office executive or in a similar role
- Excellent customer service skills
- Strong organizational skills
- Ability to work under pressure
- Strong supervisory skills
- Familiarity with marketing and sales strategies
- Excellent communication and customer service skills

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Work From Home Jobs

The front office executive is responsible for providing support to the front office team. This includes preparing meeting materials, organizing and coordinating meetings.

Responsibilities:

- Prepare meeting materials
- Organize and coordinate meetings
- Communicate with clients and other members of the front office team
- Maintain the front office database

Important Links

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

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