



<https://bestjob.jobsareahub.com/job/data-entry-assistant/>

Amazon Recruitment 2023 – 2+Years Experience Required – Data Entry Cum Back Office Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 60,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Amazon Recruitment 2023

Sure, here is a professional job description for a Front Office Assistant position at Teach Amazon:

Job Title: Front Office Assistant

Department: Administration

Location: Multiple locations

Summary:

We are looking for a Front Office Assistant to join our team at Teach Amazon. The ideal candidate will be friendly and helpful, with excellent communication and interpersonal skills. The Front Office Assistant will be responsible for providing administrative support to the front office team, including:

- Greeting and assisting visitors
- Answering phone calls and responding to emails
- Scheduling appointments
- Handling paperwork and filing
- Maintaining the front office area
- Providing information about the company and its products

Responsibilities:

Hiring organization

Amazon

Date posted

July 5, 2023

Valid through

31.12.2025

APPLY NOW

- Greet and assist visitors
- Answer phone calls and respond to emails
- Schedule appointments
- Handle paperwork and filing
- Maintain the front office area
- Provide information about the company and its products
- Provide administrative support to other departments as needed

Skills and Qualifications:

- High school diploma or equivalent
- 1+ years of experience in a front office or administrative support role
- Excellent customer service skills
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Experience as a Fresher:

- Freshers can apply for this role if they have a strong academic background and excellent communication and interpersonal skills. They should also be eager to learn and grow.

Benefits:

- Competitive salary and benefits package
- Opportunity to work with a leading e-commerce company
- Chance to make a significant impact on the company's operations
- Collaborative and supportive work environment

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

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