

F D C Ltd Recruitment 2023 – Apply Online Job – Receptionist Post

Hiring organization
F D C Ltd

Job Location

India
Remote work from: India

Date posted
February 23, 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

F D C Ltd Recruitment 2023

The Receptionist will be the company's first point of contact, providing customer service and administrative support.

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Responsibilities include:

- Greeting and welcoming guests
- Answering and directing phone calls
- Managing meeting and conference room bookings
- Providing administrative support

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Qualifications:

- Minimum 1 year of experience in a customer service or administrative role
- Strong communication and interpersonal skills
- Proficient in Microsoft Office

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

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