

Flipkart Careers 2023 - 2+Years Experience Required - Front Office Staff Post

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
May 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 32,000

APPLY NOW

Qualifications

10th/12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Flipkart Recruitment 2023

The Front Office Staff position is responsible for providing excellent customer service to clients of the financial institution. Duties may include greeting customers, answering inquiries The front office staff is responsible for greeting and attending to guests in the waiting area. They will provide information about the company, answer any questions guests may have, and direct them to the appropriate person. The front office staff must be professional, friendly, and helpful.

Flipkart Jobs Near Me

The front office staff's job is to provide customer service to the people who come into the company. They are responsible for handling customer inquiries, and complaints, and providing information about the company's products and services.

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Flipkart Jobs Careers

The Front Office Staff is responsible for providing excellent customer service to clients. This includes greeting clients, answering questions, and providing support as needed. The Front Office Staff is also responsible for maintaining the cleanliness and organization of the office.

Responsibilities:

-Greet clients and provide support as needed

- Answer questions and provide information to clients
- Maintain the cleanliness and organization of the office

Qualifications:

- Excellent customer service skills
- Knowledge of office procedures and protocols
- Strong communication skills

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

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