



<https://bestjob.jobsareahub.com/job/front-office-staff/>

## Google Recruitment 2023 – 2+Years Exp. – Work From Home Jobs – Help Desk Post

**Hiring organization**  
Google

### Job Location

India  
Remote work from: India

**Date posted**  
July 5, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

Rs. 25,000 - Rs. 51,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Google Recruitment 2023

**Job Title:** Front Office Staff

**Department:** Office Operations

**Reports to:** Front Office Manager

### Summary:

The Front Office Staff is responsible for providing excellent customer service to Google employees, visitors, and guests. The ideal candidate will be a friendly and outgoing individual with excellent communication and interpersonal skills.

### Responsibilities:

- Greet and welcome visitors and guests
- Answer phones and direct calls
- Schedule appointments and meetings
- Provide information about Google's products and services
- Handle basic administrative tasks, such as filing, copying, and scanning
- Maintain the front office area in a clean and organized manner

### Skills:

Google

Jobsareahub - Jobs In India - Job Vacancies In India. Apply Thousands of Job Openings In India, India's Job Portal. Explore India Jobs Across Top Companies Now!  
<https://bestjob.jobsareahub.com>

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite
- Ability to speak and understand English fluently

**Qualifications:**

- High school diploma or equivalent
- 1-2 years of experience in a customer service or front office setting
- Strong attention to detail
- Ability to work under pressure

**Experience as a Fresher:**

- The ideal candidate will have a strong interest in customer service and a desire to learn about the tech industry.
- The candidate should be eager to learn and grow, and have a positive attitude.
- The candidate should be able to work independently and as part of a team.

**Benefits:**

- Competitive salary and benefits package
- Opportunity to work with a leading technology company
- Chance to make a difference in the lives of Google's employees
- Challenging and rewarding work environment

**If you are a highly motivated and results-oriented individual with a passion for customer service, we encourage you to apply for this exciting opportu**

## Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```