



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

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

Job Location

India
Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 51,000

Qualifications

Graduate

Employment Type

Full-time

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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:

Hiring organization

Google

Date posted

July 5, 2023

Valid through

31.12.2023

APPLY NOW

- 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

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