



<https://bestjob.jobsareahub.com/job/google-recruitment-2023-2years-experience-required-front-office-coordinator-post/>

Google Recruitment 2023 - 2+Years Experience Required - Front Office Coordinator Post Required - Design Engineer Post

Hiring organization
Google

Date posted
March 31, 2023

Valid through
31.12.2025

Job Location

India
Remote work from: India

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

APPLY NOW

Base Salary

Rs. 25,000 - Rs. 30,000

Qualifications

Graduate

Employment Type

Full-time

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

Description

Google Recruitment 2023

The Front Office Coordinator will be responsible for the coordination and operation of the front office. This includes creating and managing work schedules, providing customer service, and handling incoming and outgoing communication.

Jobs Near Me

Qualifications:-

- - Proven experience as a front office coordinator or in a similar role
- - Excellent organizational skills
- - Strong communication and interpersonal skills
- - Good knowledge of customer service procedures

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

Apply Online Jobs

The Customer Service Trainee provides basic customer service and account support functions through the performance of customer service tasks and the use of standard customer service procedures

Responsibilities:

-

- Coordinate work schedules

- Provide customer service -

Handle communication (incoming and outgoing)

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

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

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