



<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

**APPLY NOW**

### Job Location

India  
Remote work from: India

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### Base Salary

Rs. 25,000 - Rs. 30,000

### Qualifications

Graduate

### Employment Type

Full-time

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### 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

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### 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:

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- Coordinate work schedules

- Provide customer service -

Handle communication (incoming and outgoing)

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

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