

IndusInd Bank Limited Recruitment 2023 – Apply Online – Receptionist Job

Hiring organization
IndusInd Bank Limited

Job Location

India
Remote work from: India

Date posted
January 25, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

IndusInd Bank Limited Recruitment 2023

The receptionist will also be responsible for answering phones, handling mail, and overseeing the reception area.

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Qualifications:

- Proven experience in a customer service or administrative role
- Strong communication and interpersonal skills
- Well-organized and efficient
- Proficient in Microsoft Office

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The receptionist is responsible for providing competent and friendly customer service to all visitors and guests of the company.

Responsibilities:

- Greeting and welcoming guests
- Answering phone calls and directing calls as necessary

-Filing and organizing paperwork

-Providing customer service to guests and visitors

Performing other administrative duties as necessary

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

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