

Infosys Recruitment 2023 – 2+Years Experience Required – Receptionist Post

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
May 6, 2023

Valid through
31.12.2025

Base Salary

Rs. 21,000 - Rs. 35,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Infosys Recruitment 2023

The receptionist is responsible for greeting visitors and guests, answering and directing telephone calls, handling company mail, and other clerical duties as assigned.

Infosys Jobs Near Me

The Receptionist is responsible for the first and last impressions of our company. They are the face of our business and are responsible for creating a warm, welcoming, and professional environment for our guests and employees. The Receptionist is also responsible for handling all front desk duties,

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Infosys Jobs Careers

The Receptionist is responsible for the first and last impressions of our company. They are the face of our business and are responsible for creating a warm, welcoming, and professional environment for our guests and employees. The Receptionist is also responsible for handling all front desk duties, such as answering phones, greeting guests, and handling mail and deliveries.

Responsibilities:-

- Answer phones and greet guests in a professional and friendly manner
- Handle all front desk duties, such as handling mail and deliveries, filing, and ordering office supplies

- Keep the reception area clean and organized
- Maintain a positive and professional attitude at all times

Qualifications:-

- High school diploma or equivalent
- Proven experience as a Receptionist, Front Desk Agent, or similar role
- Strong communication skills, both written and oral
- Pleasant disposition and excellent customer service skills
- Familiar with office procedures and equipment

Important Links

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

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