

Infosys Recruitment 2023 - Freshers Jobs - Receptionist Post

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted

February 15, 2023

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Valid through

31.12.2025

Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Infosys Recruitment 2023

Receptionists must also be able to handle a fast paced environment.

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Qualifications:

-Prior experience in a customer service or administrative role -Good communication and interpersonal skills

-Ability to work independently

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Infosys Jobs For Freshers

The receptionist is also responsible for the upkeep of the office and ensuring that all standard procedures are followed.

Responsibilities:

-Greeting and directing visitors

-Answering and forwarding phone calls

-Maintaining cleanliness of the office

-Ensuring all standard procedures are followed

Important Links

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

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