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jMeesho Recruitment 2023 – Work From Home – Front Office Coordinator Jobs

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted

February 11, 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, Work From Home

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Description

Meesho Recruitment 2023

This includes managing the reservations and front desk operations, providing customer service, and supervising the front office team.

Meesho Work From Home

Qualifications:

- Familiarity with hotel reservations and front desk systems
- Strong communication skills
- Excellent communication and customer service skills
- Ability to manage multiple tasks simultaneously
- Familiarity with office software (Excel, Word, PowerPoint)

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Meesho Jobs Near Me

The Front Office Coordinator will manage communication within and between the various departments in the company In addition, the Front Office Coordinator will manage company events and assist with HR tasks.

Responsibilities:

- Manage communication within and between departments
- Ensure employees have necessary tools and information to do their jobs
- Coordinate company events

Important Links Assist with HR tasks

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

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