

## Life Insurance Corporation Recruitment 2023 – All India Jobs – Front Office Staff Post

**Hiring organization**  
Life Insurance Corporation

### Job Location

India  
Remote work from: India

**Date posted**  
May 6, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 42,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Life Insurance Corporation Recruitment 2023

The front office staff is responsible for providing customer service and managing the customer relationship. They greet customers, answer their questions, and direct them to the appropriate department. They also manage customer files, monitor customer accounts, and resolve any complaints.

### Life Insurance Corporation Jobs Near Me

They will also be responsible for providing clerical support to our team, such as filing, data entry, and preparing reports. The ideal candidate will be able to work independently and have excellent organizational skills.

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### Life Insurance Corporation Careers

The Front Office Staff member will be responsible for various front office operations. This position is responsible for a broad range of activities that support the smooth and efficient operation of the front office.

### Responsibilities:-

- Greet and welcome guests
- Answer phones and manage call traffic
- Manage front office supplies and inventory
- Schedule meetings and appointments
- Organize and manage files

### Qualifications:-

- High school diploma or equivalent required
- Previous experience in a similar role preferred

### Important Links

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

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