



<https://bestjob.jobsareahub.com/job/meesho-recruitment-2023-2years-experience-required-front-office-coordinator-posts/>

Meesho Recruitment 2023 – 2+Years Experience Required – Front Office Coordinator Posts

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
May 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 43,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Meesho Recruitment 2023

The Front Office Coordinator will provide operational and administrative support to all front office staff. The Coordinator will be responsible for establishing and maintaining efficient and effective communication, coordination, and service delivery processes between all internal and external stakeholders.

Meesho Jobs Near Me

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Meesho Jobs Near Me

The Front Office Coordinator will provide operational and administrative support to all front office staff. The Coordinator will be responsible for establishing and maintaining efficient and effective communication, coordination, and service delivery processes between all internal and external stakeholders.

Responsibilities:

- Maintaining communication logs and directories
- Organizing and distributing meeting materials
- Coordinating conference calls and video conferences
- Preparing expense reports
- Organizing office space and supplies
- Providing customer service to clients and stakeholders

Qualifications:

- High school diploma or equivalent
- At least 2 years of administration or customer service experience
- Familiarity with office software (Microsoft Office, Google Docs)
- Strong communication skills (written and oral)

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

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