



<https://bestjob.jobsareahub.com/job/meesho-recruitment-2023-job-freshers-front-office-coordinator/>

## Meesho Recruitment 2023 – Job Freshers – Front Office Coordinator

**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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