

Persistent Systems Limited Recruitment 2023 – Apply Online – Front Office Executive Job

Hiring organization
Persistent Systems Limited

Job Location

India
Remote work from: India

Date posted
January 20, 2023

Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Persistent Systems Limited Recruitment 2023

The front office executive is also responsible for maintaining the front office database and preparing reports.

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Qualifications:

- High school diploma or equivalent
- Minimum one year customer service experience
- Proficient in Microsoft Office Suite
- Strong supervisory skills
- Familiarity with marketing and sales strategies
- Excellent communication and customer service skills

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Apply Online Jobs

The Front Office Executive is responsible for handling customer interactions, general office duties and providing support to the team.

Responsibilities:

-Handle customer interactions via telephone and email

-Respond to customer enquiries and complaints

-Handle order processing and administration

-Update and maintain customer records

Provide support to the team as needed

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

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