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PhonePe Recruitment 2023 – 2+ Years Experience Required – Front Office Assistant Post

Hiring organization
PhonePe

Job Location

India
Remote work from: India

Date posted
April 1, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

PhonePe Recruitment 2023

The Front Office Assistant will provide administrative support to the front office team. Duties may include fielding customer inquiries, scheduling appointments, preparing meeting materials, and other clerical tasks as needed. The ideal candidate will have excellent communication skills and be able to work independently in a fast-paced environment.

TCS Jobs Near Me

Requirements:

1. -High school diploma or equivalent
 - Previous experience providing customer service or administrative support
 - Strong communication skills
 - Ability to work independently in a fast paced environment

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TCS Jobs For Freshers

A company's customer experience is their bread and butter. As the customer

experience manager, your job is to oversee customer interactions and ensure that they are positive, informative,

Responsibilities:

- Answer customer inquiries via phone and email
- Provide customer service and support
- Schedule appointments and maintain calendar for front office staff
- Prepare meeting materials
- Other clerical tasks as needed

Important Links

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

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