



<https://bestjob.jobsareahub.com/job/swigy-recruitment-2023-2years-experience-required-front-office-staff-post/>

Swigy Recruitment 2023 – 2+Years Experience Required – Front Office Staff Post

Hiring organization
Swigy

Job Location

India
Remote work from: India

Date posted
May 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 33,000 - Rs. 41,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Swigy Recruitment 2023

The front office staff is responsible for providing customer service and managing the front office of the business. They are responsible for greeting customers, handling inquiries and complaints, and managing the cash register.

Swigy Jobs Near Me

The front office staff is responsible for providing customer service and managing the front office.

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Swigy Jobs Careers

The front office staff is responsible for managing the day-to-day operations of the front office. Duties include answering phones, greeting customers, and handling customer inquiries. The front office staff must be able to work under pressure and be able to handle multiple tasks simultaneously.

Responsibilities:-

- Answer phones and greet customers
- Handle customer inquiries

- Manage day-to-day operations of the front office
- Work under pressure

Qualifications:-

- Proven customer service experience
- Strong phone and interpersonal skills
- Ability to handle multiple tasks simultaneously

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

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