

Tech Mahindra Recruitment 2023 - 2+Years Experience Required - Front Office Staff Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
July 5, 2023

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Valid through
31.12.2025

Base Salary

Rs. 30,000 - Rs. 55,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tech Mahindra Requirement 2023

Sure, here is a professional job description for a Front Office Assistant position at Teach Mahindra:

Job Title: Front Office Assistant

Department: Administration

Location: Multiple locations

Summary:

We are looking for a Front Office Assistant to join our team at Teach Mahindra. The ideal candidate will be friendly and helpful, with excellent communication and interpersonal skills. The Front Office Assistant will be responsible for providing administrative support to the front office team, including:

- Greeting and assisting visitors
- Answering phone calls and responding to emails
- Scheduling appointments
- Handling paperwork and filing
- Maintaining the front office area

Responsibilities:

- Greet and assist visitors
- Answer phone calls and respond to emails
- Schedule appointments
- Handle paperwork and filing

- Maintain the front office area
- Provide administrative support to other departments as needed

Skills and Qualifications:

- High school diploma or equivalent
- 1+ years of experience in a front office or administrative support role
- Excellent customer service skills
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Experience as a Fresher:

- Freshers can apply for this role if they have a strong academic background and excellent communication and interpersonal skills. They should also be eager to learn and grow.

Benefits:

- Competitive salary and benefits package
- Opportunity to work with a leading educational technology company
- Chance to make a significant impact on the company's operations
- Collaborative and supportive work environment

Important Links Opportunities for professional development and growth **Find the Link in [Apply Now](#) Button**

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