



<https://govhelp.in/job/asian-paints-recruitment-2023-job-vacancy-front-office-staff-post/>

Asian Paints Careers 2023 – Job Vacancy – Front Office Staff Post

Job Location

India
Remote work from: India

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Base Salary

USD. 10,000 - USD. 16,500

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Asian Paints Recruitment 2023

As a Front Office Staff member, you will play a crucial role in ensuring a positive and efficient experience for visitors and guests. Your primary responsibility will be to provide exceptional customer service and handle various administrative tasks at the front desk or reception area. You will serve as the first point of contact for individuals entering the establishment and contribute to creating a welcoming and professional environment.

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Asian Paints Jobs Near Me

Responsibilities:

- Welcome guests, clients, or customers with a friendly and professional demeanor.
- Provide information and answer inquiries about the organization, products, or services.
- Direct visitors to the appropriate person or department.
- Answer phone calls promptly and professionally, transferring calls or taking messages as needed.
- Respond to inquiries via telephone, email, or in person, providing accurate and helpful information.
- Schedule and confirm appointments for clients or customers, ensuring efficient use of time and resources.

Hiring organization

Asian Paints

Date posted

May 20, 2023

Valid through

31.12.2023

APPLY NOW

- Maintain an organized appointment calendar and notify relevant parties of any changes or cancellations.

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Asian Paints Careers

Qualifications:

- High school diploma or equivalent qualification.
- Proven experience in a customer service or administrative role is preferred.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to maintain composure in various situations.
- Proficient in using office equipment, including telephone systems and computer software (e.g., Microsoft Office, email, and calendar applications).
- Good organizational and multitasking abilities.

Important Links Attention to detail and accuracy in handling information.

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

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