



<https://govhelp.in/job/birla-corporation-recruitment-2023-free-job-alert-front-office-executive-posts/>

Birla Corporation Recruitment 2023 – Free Job Alert – Front Office Executive Posts

Hiring organization
Birla Corporation

Job Location

India
Remote work from: Brazil

Date posted
June 16, 2023

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Valid through
31.12.2023

Base Salary

USD. 12,800 - USD. 19,400

APPLY NOW

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

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Description

Birla Corporation Recruitment 2023

Are you looking for an exciting career opportunity as a Front Office Executive? Birla Corporation is currently hiring for this position in 2023. Read on to find out more about the job details and how to apply.

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Birla Corporation Careers

Responsibilities:

1. Greeting and welcoming visitors in a professional and friendly manner.
2. Handling incoming phone calls, emails, and correspondence.
3. Coordinating appointments and meetings, and maintaining schedules.
4. Assisting visitors with inquiries and providing accurate information about the company.
5. Managing and distributing mail, packages, and deliveries.
6. Maintaining and organizing the reception area, ensuring it remains clean and presentable.
7. Assisting in administrative tasks, such as data entry, filing, and document preparation.
8. Collaborating with other departments to ensure efficient office operations.

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Birla Corporation Jobs Near Me

Skills:

1. Educational Background: A bachelor's degree in any field is preferred.
2. Experience: Prior experience in a front office or customer service role is an advantage, but freshers are also encouraged to apply.
3. Communication Skills: Excellent verbal and written communication skills in English.
4. Interpersonal Skills: Strong interpersonal skills with the ability to interact with visitors and colleagues in a professional manner.
5. Customer Service Orientation: A customer-centric approach with a friendly and helpful demeanor.
6. Organizational Skills: Good organizational and multitasking abilities.
7. Computer Skills: Proficiency in using Microsoft Office applications and familiarity with office equipment.

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

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