

BYJU'S Recruitment 2023 – All India Jobs – Front Office Coordinator Post

Hiring organization
BYJU'S

Job Location

India
Remote work from: India

Date posted
March 18, 2023

Valid through
31.12.2025

Base Salary

USD. 12,500 - USD. 18,500

APPLY NOW

Qualifications

Graduate,

Employment Type

Full-time

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Description

BYJU'S Recruitment 2023

The Front Office Coordinator is responsible for the daily coordination and operation of the front office.

BYJU'S Jobs Near Me

Responsibilities:

- Answer and direct incoming phone calls
- Provide excellent customer service to clients and visitors
- Maintain office supplies and equipment
- Coordinate communication

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BYJU'S Jobs For Freshers

Qualifications:

- High school diploma
- 1-3 years of experience in a customer service
- Excellent communication and organizational skills

Important Links

Find the Link in [Apply Now](#)

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