



<https://govhelp.in/job/careers-work-from-home-jobs-front-office-staff-posts/>

Careers – Work From Home Jobs – Front Office Staff Posts

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD. 11 - USD. 23

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Zomato Careers

Zomato – Be the Face of a Food Ordering Revolution (Front Office Staff)

About Zomato

Zomato is one of India's leading food ordering and delivery platforms. We connect millions of hungry customers with their favorite restaurants, making it easier than ever to enjoy delicious meals. We're a passionate team working on innovative solutions to transform the food industry, and we're always looking for friendly and enthusiastic people to join us on this exciting journey!

The Position: Front Office Star

Are you someone who enjoys meeting new people and making a great first impression? Do you have a knack for solving problems and keeping things organized? If so, then our Front Office Staff role might be the perfect fit for you!

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What You'll Do:

- Be the friendly face of Zomato, welcoming visitors and guests to our office.
- Answer phones and emails, politely directing inquiries to the right

Hiring organization

Zomato

Date posted

April 12, 2024

Valid through

31.12.2024

APPLY NOW

department.

- Manage the reception area, ensuring it's clean, organized, and presentable.
- Maintain a log of visitors and deliveries.
- Assist with administrative tasks, such as filing and photocopying.
- Be a team player, supporting your colleagues whenever needed.

Qualities We're Looking For:

- Excellent communication and interpersonal skills – you can chat with anyone!
- A positive and professional attitude with a smile that lights up the room.
- Strong organizational skills and a keen eye for detail.
- Ability to learn quickly and adapt to new situations.
- A willingness to help others and go the extra mile.
- Prior experience in a customer service role is a plus, but not required!

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Why Join Zomato?

- **Make a Difference:** Be part of a company that's revolutionizing the food industry!
- **Growth Opportunities:** We invest in our people and offer plenty of chances to learn and grow your career.
- **Fun and Collaborative Environment:** We're a young and vibrant team that loves to celebrate success together.
- **Competitive Benefits Package:** Enjoy health insurance, paid time off, and other great perks!

Ready to Apply?

The application process is quick and easy! Just submit your resume and a cover letter telling us why you'd be a great fit for the Front Office Staff role. We look forward to hearing from you!

Jobs Near Me

As a Front Office Staff member, you'll play a vital role in creating a positive first impression for everyone who interacts with Zomato. You'll be the glue that keeps our office running smoothly, and you'll get to work with a talented and passionate team. If you're looking for a fun and rewarding career opportunity, then apply today!

General Overview

This position is a great fit for recent graduates (freshers) or individuals with some experience in customer service or administrative work. You'll be responsible for a variety of tasks that keep our office running efficiently and provide a welcoming environment for everyone.

We can't wait to meet you!

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Important Links

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