



<https://govhelp.in/job/ceat-tyres-recruitment-2023-jobs-near-me-front-office-coordinator-post/>

Ceat Tyres Recruitment 2023 – Jobs Near Me – Front Office Coordinator Post

Hiring organization

Ceat Tyres

Job Location

India

Remote work from: India

Date posted

April 17, 2023

Valid through

31.12.2025

Base Salary

USD. 9,000 - USD. 17,000

APPLY NOW

Qualifications

12th Passed, Graduate.

Employment Type

Full-time

Description

Ceat Tyres Recruitment 2023

The Front Office Coordinator is responsible for greeting and assisting clients and guests of the company.

Ceat Tyres Jobs Near Me

Responsibilities:

- Greet and check in clients and guests
- Answer phones and greet visitors
- Handle administrative tasks

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Ceat Tyres Work From Home Jobs

Qualifications:

- Previous experience in customer service or front office environment
- Strong communication skills
- Familiar with office equipment

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