



<https://govhelp.in/job/hcl-recruitment-2023-all-india-jobs-receptionist-post/>

## Amul Recruitment 2023 – All India Jobs – Receptionist Post

**Hiring organization**  
Hcl

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

**Date posted**  
April 14, 2023

**Valid through**  
31.12.2025

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### Base Salary

USD. 13,500 - USD. 18,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Hcl Recruitment 2023

The Receptionist is the first point of contact for visitors to the company and is responsible for greeting guests and directing them to the appropriate person or department.

Hcl Jobs Near Me

### Responsibilities:

- Greeting guests and directing them to the appropriate person
- Maintaining the reception area and office equipment
- Answering and directing phone calls
- Keeping records of visitor traffic

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Hcl Work From Home Jobs

### Qualifications:

- Strong communication and interpersonal skills
- Previous experience in a customer service

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

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