

Infosys Careers – Job Recruitment – Vacancy For Front Office Executive

Hiring organization
Infosys

Job Location

Alamnagar, 226017, Lucknow, Uttar Pradesh, India

Date posted
March 28, 2024

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Valid through
31.12.2024

Base Salary

USD. 18 - USD. 27

APPLY NOW

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Infosys Recruitment 2024

Infosys is a global leader in consulting, technology, and outsourcing with a track record of excellence for over four decades. We empower clients to navigate their digital transformation journey with our extensive experience, industry-specific solutions, and a collaborative culture.

Do you thrive in a fast-paced environment and enjoy providing exceptional customer service? Are you detail-oriented and possess excellent communication skills? If so, a career as a Front Office Executive at Infosys could be the perfect fit for you!

Infosys Jobs Near Me

In this role, you'll be the first point of contact for visitors, clients, and employees at our offices across the globe. You'll play a vital role in creating a positive and professional first impression, ensuring the smooth operation of the front office, and providing exceptional administrative support.

Summary

We are searching for a highly motivated and organized individual to join our dynamic team as a Front Office Executive. As a key member of our team, you will be responsible for a variety of tasks, including greeting visitors, managing the reception area, answering phones, and providing administrative support. This is a remote position, allowing you to work from the comfort of your home with a flexible schedule.

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Key Responsibilities

- Welcome visitors and guests professionally and courteously.
- Direct visitors to the appropriate personnel or departments.
- Answer phones, screen calls, and transfer them to the designated staff members.
- Maintain a clean, organized, and professional reception area.
- Schedule appointments and meetings.
- Process and distribute incoming mail and packages.
- Prepare outgoing mail and courier deliveries.
- Maintain office supplies and order new stock when necessary.
- Provide general administrative support, such as photocopying, faxing, and document filing.
- Perform other duties as assigned.

Required Skills and Qualifications

- Minimum of a high school diploma or equivalent.
- Strong communication, interpersonal, and organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize tasks, manage time effectively, and multitask in a fast-paced environment.
- Professional demeanor and appearance.
- Excellent problem-solving skills.
- Strong attention to detail.
- The ability to work independently and as part of a team.

Experience

- Previous experience in a customer service or administrative role is a plus.

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Why Join Infosys ?

At Infosys, we are committed to fostering a culture of innovation, collaboration, and learning. We offer a comprehensive benefits package that includes health insurance, paid time off, and competitive salaries. You will have the opportunity to work with a talented team of professionals on cutting-edge projects and gain valuable experience in the IT industry. Our remote work policy allows you to achieve a healthy work-life balance while contributing to the success of a global leader.

Benefits

- Competitive salary and benefits package

- Opportunity for professional development and growth
- Collaborative and supportive work environment
- Remote work flexibility
- Be part of a global IT leader

Application Process

To apply for this position, please submit your resume and cover letter online.

Join Infosys and Make a Difference!

We are looking for a passionate and motivated individual to join our team and help us continue to deliver exceptional service to our clients. If you are ready to embark on a rewarding career with a world-class organization, we encourage you to apply!

In conclusion, Infosys offers an exciting opportunity for a highly motivated and organized individual to join our team as a Front Office Executive. This remote position provides a flexible work schedule and the chance to be part of a dynamic and growing company. If you are looking for a challenging and rewarding career, we encourage you to apply!

Additional Information

Infosys is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

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