

<https://govhelp.in/job/infosys-recruitment-2023-work-from-home-operations-assistant-post/>

Infosys Recruitment 2023 – Work From Home – Operations Assistant Post

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
January 25, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 32,500

APPLY NOW

Qualifications

Graduate, Engineering

Employment Type

Full-time, Work From Home

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Description

Infosys Recruitment 2023

The Operations Assistant will provide support to the Director of Operations and work with the front desk team.

Infosys Jobs Work From Home

Responsibilities:

- Answer phones and emails and provide customer service
- Order and maintain office supplies and equipment
- Assist with event planning

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Infosys Jobs Near Me

Qualifications:

- High school diploma
- One or more years of customer service experience
- Basic computer skills

Important Links

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