



<https://govhelp.in/job/meesho-career-jobs-near-me-front-office-coordinator-posts/>

## Meesho Career – Jobs Near Me – Front Office Coordinator 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. 12 - USD. 24

### Qualifications

12th Pass, Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## Meesho Career

### Be the Face of Meesho: Front Office Coordinator

#### About Meesho:

Meesho is a fast-growing Indian e-commerce company that's making a big splash! We're all about helping people become successful entrepreneurs by providing them with a platform to sell a wide variety of products online. Our team is passionate, creative, and always looking for ways to innovate.

#### The Position: Front Office Coordinator

As the Front Office Coordinator at Meesho, you'll be the first impression we make on visitors and guests. You'll play a vital role in ensuring the smooth operation of our office, greeting everyone with a smile and a helpful attitude.

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#### What you'll be doing (Key Responsibilities):

- Be our friendly receptionist! Welcome visitors, answer phones, and direct calls to the right people.
- Keep our office space organized and running smoothly. This might include

### Hiring organization

Meesho

### Date posted

April 12, 2024

### Valid through

31.12.2024

APPLY NOW

things like managing deliveries, ordering supplies, and making sure the meeting rooms are ready to go.

- Assist with administrative tasks like scheduling appointments, filing documents, and creating presentations (don't worry, it'll be with easy-to-use programs).
- Be a source of information for visitors. You might answer questions about the company, help them find their way around, or offer them a cup of coffee.
- Lend a helping hand wherever it's needed. You're a team player, and we appreciate your willingness to jump in and support your colleagues!

#### What you've got (Skills and Qualifications):

- You're a people person! You have excellent communication skills and enjoy interacting with others.
- You're organized and detail-oriented. You can keep track of multiple tasks at once and make sure things get done efficiently.
- You're a computer whiz! You're comfortable using basic computer programs like email, calendars, and word processors.
- You have a positive attitude and a can-do spirit. You're always willing to go the extra mile to help out.
- **Bonus points:** Experience in a fast-paced environment and knowledge of e-commerce are a plus!

#### Welcome aboard, Fresher or Experienced!

Whether you're new to the workforce or have some experience under your belt, we're looking for someone who's eager to learn and grow with Meesho. We offer a supportive environment where you'll be encouraged to develop your skills and take on new challenges.

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**If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs**



#### Why join Meesho? Buckle up for an amazing ride!

- **Be part of something big:** We're a company on the move, and you'll get to play a role in our exciting journey.
- **Make a difference:** Your work will help empower small businesses and entrepreneurs across India.
- **Work with a fantastic team:** Our team is full of smart, passionate people who are always willing to help each other out.
- **Learn and grow:** We offer opportunities for training and development to help you reach your full potential.
- **Competitive benefits:** We offer a competitive salary and benefits package

to show our appreciation for your hard work.

- **Fun and positive environment:** We believe in working hard and having fun! We have a casual work environment and organize fun events throughout the year.

#### How to Apply:

We'd love to hear from you! Please submit your resume and cover letter online.

#### Ready to join the Meesho family?

If you're a people person with a positive attitude and a desire to make a difference, then Meesho is the place for you! We offer a fun, fast-paced work environment where you can learn, grow, and be part of something special. Apply today and take the first step towards an exciting career!

#### General Overview:

As the Front Office Coordinator, you'll be the glue that holds our office together. You'll play a vital role in ensuring a smooth workflow and providing a positive experience for everyone who walks through our doors.

**Ready to put a smile on people's faces and be a part of a winning team?  
Apply today!**

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WhatsApp Channel Now and Get notified Daily about Latest  
Jobs**



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**Important Links**

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