



<https://govhelp.in/job/phillips-recruitment-2023-job-card-receptionist-post/>

Phillips Jobs 2023 – Job Card – Receptionist Post

Job Location

India
Remote work from: India

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Base Salary

USD. 9,000 - USD. 17,000

Qualifications

Graduate, 12th Pass.

Employment Type

Full-time, Work From Home

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Description

Phillips Recruitment 2023

As a Receptionist, you will be the first point of contact for visitors and callers to our organization. You will provide exceptional customer service, handle inquiries, and perform various administrative tasks to ensure the smooth functioning of the reception area. Your professional demeanor, strong communication skills, and organizational abilities will contribute to creating a positive and welcoming environment for our guests.

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Phillips Jobs Near Me

Responsibilities:

1. Greet and welcome visitors in a friendly and professional manner, ensuring a positive first impression of our organization.
2. Answer and direct incoming phone calls, taking messages and providing accurate information as needed.
3. Respond to inquiries from visitors, callers, and employees, providing helpful and timely assistance or routing them to the appropriate person or department.
4. Maintain a clean and organized reception area, ensuring it is presentable and reflects our brand image.
5. Manage the visitor sign-in process, including issuing visitor badges and ensuring compliance with security protocols.
6. Handle incoming and outgoing mail, packages, and deliveries, distributing

Hiring organization

Phillips

Date posted

May 27, 2023

Valid through

31.12.2023

APPLY NOW

them to the appropriate recipients.

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Phillips Careers

Qualifications:

1. High school diploma or equivalent (additional certification in office administration or related field is a plus).
2. Proven experience as a receptionist, front desk representative, or in a customer service role.
3. Excellent verbal and written communication skills, with the ability to interact professionally with individuals at all levels.
4. Strong customer service orientation and the ability to remain calm and composed in fast-paced or challenging situations.
5. Proficiency in operating a multi-line phone system and using office equipment (e.g., printers, scanners).
6. Strong organizational and multitasking abilities, with attention to detail and the ability to prioritize tasks effectively.

Important Links

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

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