



<https://govhelp.in/job/sail-careers-job-opportunities-job-vacancy-for-front-office-staff/>

SAIL Careers – Job Opportunities – Job Vacancy For Front Office Staff

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. 19 - USD. 28

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

SAIL Recruitment 2024

Do you thrive in a fast-paced environment and enjoy providing exceptional customer service? Are you looking for a career opportunity that offers professional growth and a chance to be part of a leading Indian corporation?

If so, then this Front Office Staff position at SAIL (Steel Authority of India Limited) might be the perfect fit for you! In this role, you'll play a vital role in creating a positive first impression for visitors, managing the flow of office activities, and ensuring the smooth operation of our front office.

SAIL

SAIL is a leading public sector enterprise in India, playing a pivotal role in the country's steel sector. For over five decades, we've been at the forefront of iron and steel production, continuously striving for excellence and innovation. We offer a dynamic work environment that fosters learning and development, making it a great place to build a rewarding career.

Why Join Us

As a Front Office Staff member at SAIL, you'll play a key role in shaping the company's image. You'll have the opportunity to:

Hiring organization

Steel Authority of India Limited

Date posted

March 22, 2024

Valid through

31.12.2024

APPLY NOW

- **Make a Difference:** Your role directly impacts the visitor experience, ensuring a professional and welcoming environment for everyone who enters our office.
- **Develop Your Skills:** We provide comprehensive training and development opportunities to help you hone your communication, interpersonal, and organizational skills.
- **Be Part of a Legacy:** Join a company that has been instrumental in India's growth and development. Be a part of our continued success story.
- **Growth Opportunities:** SAIL offers a stable career path with opportunities for advancement based on performance and merit.

SAIL Jobs Near Me

Summary

We're looking for a highly organized and motivated individual to join our team as a Front Office Staff member. In this role, you'll be responsible for a variety of tasks, including greeting visitors, managing the reception area, directing calls, and providing administrative support. You'll be the first point of contact for many visitors, so excellent communication and interpersonal skills are essential.

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Key Responsibilities

- Welcome visitors and guests in a professional and courteous manner.
- Manage the reception area, ensuring a clean and organized environment.
- Answer phones, screen calls, and direct inquiries to the appropriate staff member.
- Schedule appointments and maintain calendars.
- Prepare documents, faxes, and presentations.
- Maintain office supplies and equipment.
- Perform other administrative duties as assigned.

Required Skills and Qualifications

- High school diploma or equivalent.
- Minimum 1 year of experience in a customer service or office administration role (for freshers, exceptional communication and interpersonal skills will be considered).
- Excellent communication, written and verbal skills.
- Strong interpersonal and customer service skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize and manage multiple tasks effectively.
- Ability to work independently and as part of a team.
- Professional demeanor and appearance.

Experience

This position is open to both experienced candidates with a minimum of 1 year in a similar role and fresh graduates with exceptional communication and interpersonal skills.

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Why Join SAIL

At SAIL, we're committed to providing our employees with a rewarding and fulfilling work experience. We offer a comprehensive benefits package that includes:

- Competitive salary and benefits package.
- Opportunities for professional development and training.
- Stable and secure work environment.
- A chance to be part of a leading Indian corporation.
- Work with a team of experienced and dedicated professionals.

Application Process

To apply for this position, please submit your resume and cover letter online through our careers portal. In your cover letter, please highlight your relevant skills and experience, and explain why you're interested in joining SAIL.

Motivate to Join

This is a great opportunity to launch your career in a dynamic and growing organization. If you're looking for a challenging and rewarding role where you can make a real difference, we encourage you to apply!

General Overview

The Front Office Staff position at SAIL offers a unique opportunity to combine your customer service skills with administrative duties. You'll play a vital role in creating a positive first impression for visitors and ensuring the smooth operation of the front office. If you're a highly organized and motivated individual with a passion for exceeding expectations, we encourage you to apply!

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