

<https://govhelp.in/job/vedantu-jobs-2023-all-india-jobs-front-office-staff-post/>

Vedantu Careers 2023 – All India Jobs – Front Office Staff Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 10,000 - USD. 16,500

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Vedantu Recruitment 2023

As a front office staff member, you will be responsible for greeting and assisting visitors, answering phone calls, managing appointments, and performing various administrative tasks. Your role will involve providing exceptional customer service, maintaining a professional demeanour, and ensuring smooth operations of the front office.

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Vedantu Careers

Responsibilities:

- Greet visitors, guests, and clients in a warm and friendly manner, creating a positive first impression.
- Provide accurate and timely information to inquiries from visitors, both in person and over the phone.
- Manage incoming and outgoing phone calls, routing them to the appropriate individuals or departments.
- Schedule appointments and maintain calendars for meetings, conferences, and other events.
- Assist in coordinating and organizing meetings, including booking meeting rooms, arranging refreshments, and preparing meeting materials.
- Maintain visitor logs and issued visitor badges when necessary.

Hiring organization

Vedantu

Date posted

May 25, 2023

Valid through

31.12.2023

APPLY NOW

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Vedantu Jobs Near Me

Qualifications:

- High school diploma or equivalent.
- Previous experience in a front office or customer service role is preferred.
- Excellent communication and interpersonal skills, with the ability to engage and connect with individuals from diverse backgrounds.
- Strong organizational and multitasking abilities.
- Proficiency in using office equipment such as computers, printers, scanners, and phone systems.
- Familiarity with office software applications such as Microsoft Office.
- Professional and polished appearance, with a friendly and approachable demeanor.
- Ability to remain calm and composed under pressure.

Important Links Strong attention to detail and accuracy.

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

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