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Meesho Job Vacancy – All Jobs For You – Front Desk Associate

Hiring organization
Meesho

Job Location

India
Remote work from: IND

Date posted
February 14, 2024

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Valid through
31.08.2024

Base Salary

USD 18 - USD 25

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Sun Pharma Recruitment

We are seeking a friendly and organized Front Desk Associate to join our team. The ideal candidate will be responsible for greeting visitors, managing incoming calls, and providing exceptional customer service.

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Sun Pharma Jobs near me

Responsibilities:

1. **Visitor Management:** Greet visitors warmly, answer their queries, and direct them to the appropriate department or personnel.
2. **Call Management:** Handle incoming calls, take messages, and ensure they are directed to the appropriate individuals.
3. **Customer Service:** Provide exceptional customer service, ensuring all visitors and callers have a positive experience.

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Sun Pharma Careers

Skills:

1. **Communication:** Excellent verbal and written communication skills, with the ability to interact effectively with visitors and team members.
2. **Organization:** Strong organizational skills, with the ability to manage multiple tasks simultaneously.
3. **Customer Service:** Proven experience in a customer service role, with a commitment to providing exceptional service.

Tags: Sun Pharma recruitment, job opportunities, career, hiring, job search, job application, Sun Pharma careers, work at Sun Pharma , job openings, job vacancies, job opportunities at Sun Pharma , Sun Pharma jobs, Sun Pharma recruitment 2024, Sun Pharma hiring 2024

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