



<https://targetjob.govhelp.in/job/patanjali-career-for-receptionist-post/>

Patanjali Career For Receptionist Post

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

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 10.000 - USD 15.000

Qualifications

10th/12th, Graduate, Post Graduate

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Employment Type

Full-time, Part-time

Description

Patanjali Career For Receptionist Post

Position: Receptionist

Location: Work From Home

About the Job

Patanjali is looking for a friendly and organized Receptionist to join our team. As the first point of contact, you will greet visitors and handle incoming calls. This is an excellent opportunity for someone who enjoys helping people and has good communication skills.

(adsbygoogle = window.adsbygoogle || []).push({});

Key Responsibilities

- Greet and assist visitors with a warm welcome.
- Answer phone calls and respond to customer inquiries.
- Manage appointment schedules and meetings.
- Keep the front desk area organized and clean.
- Perform general administrative tasks as required.

Requirements

- High school diploma or equivalent.

Hiring organization

Patanjali

Date posted

September 30, 2024

Valid through

31.12.2024

APPLY NOW

(adsbygoogle = window.adsbygoogle || []).push({});

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



- Good verbal and written communication skills.
- Basic computer skills, including Microsoft Office.
- Ability to multitask and stay organized.
- Experience as a receptionist or in customer service is a plus.

Benefits

- Work from home with flexible hours.

[ad_d3]

- Competitive salary and additional benefits.
- Opportunity to work in a well-known and respected company.
- Positive and supportive work environment.

How to Apply

If you're interested in this position, apply through the official Patanjali website. Make sure to submit your resume and a short cover letter. We look forward to your application!

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});