

Receptionist/ Back Office executive

Description

We are looking for a receptionist who will be responsible for handling front desk and maintaining the records of the visitors.

Responsibilities

- Candidate should have experience of reception work.
- Candidate should have basic computer knowledge.
- Good communication skill
- Multitasking and time-management skills, with the ability to prioritize tasks
- Maintaining Keeping files and record of visitor
- Handling attending incoming and outgoing calls
- Ensure proper maintenance and upkeep of the facility.
- Coordinate with HR for the Interviews / Exists / weekend walk in Interviews / Joining formalities completion.

Skills

- Good communication skills.
- Writing Skills

Qualifications

Any Graduate – Any Specialization

Employment Type

Full Time

Industry

IT

Job Location

Jaipur

Valid through

December 14, 2018

Base Salary

Rs 100000 - Rs 180000

Date posted

June 22, 2018