

Axis Bank Recruitment 2023 – Job Freshers – Front Office Assistant Post

Hiring organization

Axis Bank

Job Location

India

Remote work from: India

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Base Salary

Rs. 12,000 - Rs. 19,000

Date posted

February 16, 2023

Valid through

31.12.2025

APPLY NOW

Qualifications

Graduate, Post Graduate

Employment Type

Full-time

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Description

Axis Bank Jobs in India

Duties may include fielding telephone calls, handling mail and correspondence, and filing records.

Jobs For Freshers

Qualifications:

- Minimum high school diploma or equivalent
- One year of customer service experience
- Excellent communication skills, both written and oral
- Positive attitude and strong customer service skills

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Work From Home

The Front Office Assistant will provide frontline support to the front office team by managing client relationships, handling client inquiries, and providing support to the front office staff.

Responsibilities:

-Answer phones and greet visitors in a courteous manner

-Handle mail and correspondence

-File records

Provide clerical and administrative support to front office staff members

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

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