



<https://jobquest.jobsleworld.com/job/blinkit-recruitment-2023-2-years-experience-required-front-office-assistant-post/>

## Blinkit Recruitment 2023 – 2+ Years Experience Required – Front Office Assistant Post

**Hiring organization**  
Blinkit

### Job Location

India  
Remote work from: India

**Date posted**  
April 4, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 17,000 - Rs. 28,000

APPLY NOW

### Qualifications

BA, BS, Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## Blinkit Recruitment 2023

We are looking for a dynamic and motivated individual to provide front office assistance in our company.

### Blinkit Work From Home Jobs

The ideal candidate for this position is an organized individual with excellent communication skills. The Front Office Assistant will be responsible for providing customer service, maintaining office supplies, and handling company correspondence. If you are looking for a challenging and rewarding opportunity, we encourage you to apply today.

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### Blinkit Jobs For Freshers

### Responsibilities:

- Answer phones and greet guests
- Provide customer service
- Order office supplies
- Maintain reception area
- Perform other clerical and administrative duties as needed

**Qualifications:**

- Strong customer service skills
- Good organizational skills
- Strong communication skills
- Able to work independently

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

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