



<https://jobquest.jobsworld.com/job/blinkit-recruitment-2023-jobs-near-me-receptionist-post/>

## Blinkit Recruitment 2023 – Jobs Near Me – Receptionist Post

**Hiring organization**  
Blinkit

### Job Location

India  
Remote work possible

**Date posted**  
July 5, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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### Description

## Blinkit Recruitment 2023

Position: Receptionist

Company: Blinkit (Ayodhya)

About Blinkit: Blinkit is a dynamic and innovative technology company specializing in software solutions for businesses. We are seeking a friendly and professional Receptionist to join our team. This is an excellent opportunity for freshers to begin their career in a vibrant and fast-paced work environment.

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### Blinkit Careers

#### Responsibilities:

1. Greet and welcome visitors in a warm and friendly manner, ensuring they feel valued and comfortable.
2. Answer phone calls and direct them to the appropriate person or department.
3. Provide accurate information to callers and respond to their inquiries in a professional manner.
4. Manage the reception area, ensuring it is clean, organized, and well-maintained.
5. Receive and distribute mail and packages to the appropriate recipients.

6. Maintain a visitor log and issue visitor badges as necessary.
7. Schedule and coordinate appointments, meetings, and conference room bookings.
8. Assist in making travel arrangements for employees, including booking flights, accommodations, and transportation.
9. Maintain office supplies inventory and place orders when needed.
10. Assist in preparing and organizing documents, reports, and presentations.
11. Perform general clerical duties, such as photocopying, scanning, and filing.
12. Collaborate with other administrative staff to ensure efficient and smooth office operations.
13. Handle sensitive and confidential information with discretion and maintain confidentiality at all times.
14. Uphold a professional image and positive attitude while interacting with clients, visitors, and colleagues.
15. Assist in ad hoc administrative tasks as assigned by supervisors.

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## **Blinkit Jobs Near Me**

### **Skills and Qualifications:**

1. High school diploma or equivalent. Freshers are encouraged to apply.
2. Excellent verbal and written communication skills.
3. Strong interpersonal skills and the ability to build positive relationships with people of diverse backgrounds.
4. Professional and friendly demeanor with excellent customer service skills.
5. Exceptional organizational and multitasking abilities.
6. Proficient in using computer applications, including Microsoft Office Suite.
7. Detail-oriented with a high level of accuracy in work.
8. Ability to work independently as well as collaboratively within a team.
9. Punctuality and the ability to manage time effectively.
10. Basic knowledge of office equipment, such as printers, scanners, and telephone systems.
11. Strong problem-solving and decision-making skills.

### **Experience:**

- Freshers are welcome to apply. No prior experience is required for this role.

Join Blinkit as a Receptionist and be a part of our dynamic team. We offer opportunities for growth, a supportive work environment, and the chance to contribute to exciting projects. Apply now and kick-start your career with Blinkit!

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

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