

Boroline Recruitment 2023 – Jobs Near Me – Front Office Staff Jobs

Hiring organization
Boroline

Job Location

India
Remote work possible

Date posted
June 22, 2023

Valid through
30.09.2025

Base Salary

Rs. 15,000 - Rs. 25,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Boroline Jobs in India

Job Title: Front Office Staff

Department: Customer Service

Reports To: Front Office Manager

Summary:

The Front Office Staff is responsible for providing excellent customer service to Boroline's customers. This includes greeting customers, answering questions, and resolving any issues.

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Responsibilities:

- Greet customers and provide them with a warm welcome.
- Answer questions about Boroline's products and services.
- Process customer orders and payments.
- Resolve customer issues in a timely and efficient manner.
- Maintain a clean and organized front office area.
- Other duties as assigned.

Skills:

- Excellent customer service skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Excellent communication skills, both written and verbal.
- Attention to detail.

Qualifications:

- High school diploma or equivalent.
- 1+ year of experience in customer service is preferred.

Important Links

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

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