

Ceat Tyres Recruitment 2023 – All India Jobs – Receptionist Post

Hiring organization
Ceat Tyres

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
30.09.2025

Base Salary

Rs. 12,000 - Rs. 25,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Ceat Tyres Jobs in India

Job Title: Receptionist

Department: Administration

Reports To: Administrative Manager

Summary:

The Receptionist is responsible for providing administrative and support services to the Ceat Tyres team. This includes greeting visitors, answering phones, and providing information about the company. The Receptionist also performs other duties as assigned.

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• Responsibilities:

- Greet visitors and direct them to the appropriate person or department.
- Answer phones and take messages.
- Provide information about the company to visitors and employees.
- Schedule appointments and meetings.
- Maintain the reception area.
- Other duties as assigned.

Skills:

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

Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in a receptionist role.
- Experience in a corporate environment is a plus.

Important Links

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

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