

DTDC Recruitment 2023 – All India Jobs – Front Office Admin Post

Hiring organization
DTDC

Job Location

India
Remote work from: India

Date posted
April 29, 2023

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Valid through
31.12.2025

Base Salary

Rs. 11,000 - Rs. 19,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

DTDC Jobs 2023

The Front Office Admin is responsible for providing general administrative and clerical support to the front office. Duties may include but are not limited to: managing and ordering office supplies, greeting clients and guests, screening and directing phone calls and emails, preparing meeting materials, and maintaining files and databases.

Jobs Near Me

Responsibilities:

– Prepare meeting agendas and minutes – Maintain office files and records – Order office supplies – Provide customer service and handle inquiries

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Jobs For Freshers

Qualifications:

- High school diploma or equivalent - 2 years of clerical or administrative experience - Strong customer service skills

Important Links

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