



<https://jobquest.jobsworld.com/job/paypal-recruitment-2023-all-india-jobs-front-office-executive-post/>

## Paypal Careers 2023 – All India Jobs – Front Office Executive Post

### Hiring organization

Paypal

### Date posted

May 15, 2023

### Valid through

31.12.2023

APPLY NOW

### Job Location

India

Remote work from: India

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### Base Salary

Rs. 15,000 - Rs. 21,000

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

#### Paypal Recruitment 2023

As a Front Office Executive at Paypal, you will be the face of the company, greeting and assisting visitors, managing phone calls, and performing various administrative tasks. You will also be responsible for maintaining a welcoming and professional atmosphere in the office.

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### Paypal Jobs Near Me

### Responsibilities:-

- Greet visitors and provide them with information about the company
- Manage incoming and outgoing phone calls and direct them to the appropriate person or department
- Handle incoming and outgoing mail and packages

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## Paypal Careers

### Skills:

- Excellent communication and interpersonal skills
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize tasks effectively

### Important Links

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

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