



<https://jobquest.jobsleworld.com/job/paypal-recruitment-2023-free-job-alert-part-time-jobs-from-home-job-vacancy-front-office-staff-post/>

Paypal Careers 2023 – Free Job Alert – Part Time Jobs From Home – Job Vacancy – Front Office Staff Post

Hiring organization
Paypal

Date posted
May 18, 2023

Valid through
31.12.2023

APPLY NOW

Job Location

India
Remote work possible

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Base Salary

Rs. 18,000 - Rs. 20,000

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Paypal Recruitment 2023

The Front Office Staff is an essential role within our organization, responsible for providing excellent customer service and ensuring the smooth operation of our front desk. We are seeking a friendly, professional, and organized individual with strong communication skills. As a Front Office Staff member, you will be the first point of contact for visitors and guests, handling inquiries, managing appointments, and performing various administrative tasks. This position offers an exciting opportunity to be the face of our organization and contribute to creating a positive and welcoming experience for all.

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Paypal Jobs For Freshers

Responsibilities:

1. Provide exceptional customer service by addressing inquiries, providing information, and assisting with requests.
2. Manage incoming calls and route them to the appropriate person or department.
3. Handle incoming and outgoing mail, packages, and deliveries.
4. Handle incoming and outgoing mail, packages, and deliveries.
5. Maintain office supplies inventory and place orders when necessary.

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1. High school diploma or equivalent. Additional education or training in office administration is a plus.
2. Excellent verbal and written communication skills.
3. Ability to remain calm and composed in a fast-paced environment.
4. Uphold a positive and professional image of the organization at all times.
5. Professional and friendly demeanor, with strong interpersonal skills.

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

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