

## Siemens Recruitment 2023 – Jobs Near Me – Front Office Coordinator Post

**Hiring organization**  
Siemens

### Job Location

India  
Remote work from: India

**Date posted**  
January 23, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 12,000 - Rs. 20,000

APPLY NOW

### Qualifications

B.Tech, Graduate

### Employment Type

Full-time

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### Description

## Siemens Jobs in India

The Front Office Coordinator is responsible for providing support to the front office team.

### Siemens Jobs For Freshers

Responsibilities: – Handle customer inquiries – Schedule appointments – Prepare documents

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### Work From Home Jobs

#### Qualifications:

– High school diploma or equivalent – Previous experience in customer service or another administrative role – Strong attention to detail

### Important Links

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

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