

Tech Mahindra Jobs 2023 – Jobs Near Me – Receptionist Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
February 23, 2023

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Valid through
30.09.2025

Base Salary

Rs. 12,000 - Rs. 14,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Tech Mahindra Jobs in India

The receptionist is responsible for providing excellent customer service to all visitors, clients, and employees of the company.

They will be responsible for greeting visitors and directing them to the appropriate personnel, answering phones, and handling all other customer service inquiries.

Post Description

Name Of The Post: receptionist

Organization Name: Tech Mahindra

Number Of Vacancies For This Job: Various

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The receptionist must have excellent communication skills and be able to handle difficult customer service inquiries.

Responsibilities:

- Greeting visitors and directing them to the appropriate personnel
- Answering phones and handling customer service inquiries
- Responding to emails
- Managing the front desk

Application Fees: No

Selection Process: Not Mentioned

Last Date to Apply For This Post: No last Date Is Mention In Company Official careers Website

What Is Required To Apply For This Job?

Candidates Location: All Over India

Candidates Age: 18 to 45 years

Candidates Skill: Not Mention In Official Careers page

Preferred Qualification: Not Mention

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

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