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Wipro Recruitment 2023 – 2+ Years Experience Required – Concierge Post

Hiring organization
Wipro

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
30.09.2025

Base Salary

Rs. 15,500 - Rs. 23,000

APPLY NOW

Qualifications

Graduate, BA, BS

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Wipro Recruitment 2023

Job Title: Concierge

Department: Facilities

Reports To: Facilities Manager

Summary:

The Concierge is responsible for providing a high level of customer service to Wipro's employees and visitors. This includes tasks such as providing information and directions, making travel arrangements, and handling special requests.

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Wipro Jobs For Freshers

Skills:

Wipro

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- Excellent customer service skills.
- Strong communication skills, both written and verbal.
- Proficient in Microsoft Office Suite.
- Knowledge of the local area.
- Ability to work independently and as part of a team.

Qualifications:

- High school diploma or equivalent.
- 1+ year of experience in a customer service role is preferred.
- Experience with travel arrangements is a plus.

Experience as a Fresher:

- Aspiring Concierges with no prior experience may be considered for this position.
- Freshers will be trained on the job and will have the opportunity to learn from experienced Concierges.

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

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