

<https://jobquest.jobsworld.com/job/wipro-recruitment-2023-2years-experience-required-front-office-executive-post/>

Wipro Recruitment 2023 - 2+Years Experience Required - Human Resources Post

Hiring organization
Wipro

Job Location

India
Remote work from: India

Date posted
April 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 23,000 - Rs. 28,000

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Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Wipro Recruitment 2023

The front office executive is responsible for providing clerical and administrative support to the sales and business development teams. Duties may include preparing proposals and contracts, organizing meetings and events, and managing customer relationships. The front office executive must be able to work independently and have excellent organizational skills. Proficiency in Microsoft Office is required.

Wipro Jobs Near me

This includes managing employee relations, recruiting, training and development, benefits, and compensation. The Human Resources Manager will also maintain compliance with all local, state, and federal regulations.

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Wipro Jobs Careers

-Provide administrative support to the sales and business development teams

-Prepare proposals and contracts

-Organize meetings and events

-Manage customer relationships

Qualifications

-Proven experience as a front office executive or in a similar role

-Proficiency in Microsoft Office

-Strong organizational skills

-Ability to work independently

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