

<https://jobquest.jobsleworld.com/job/wipro-recruitment-2023-all-india-jobs-front-office-admin-post/>

## Wipro Recruitment 2023 – All India Jobs – Front Office Admin Post

**Hiring organization**  
Wipro

### Job Location

India  
Remote work from: India

**Date posted**  
April 27, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 8,500 - Rs. 13,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Wipro Recruitment 2023

Wipro Recruitment 2023 -The Front Office Admin is responsible for providing secretarial and administrative support to the front office staff. The Front Office Admin is also responsible for ensuring the efficient and effective operation of the front office.

### Wipro Work From Home Jobs

The Front Office Admin is responsible for providing clerical and administrative support to the front office team. This includes preparing meeting agendas and minutes, maintaining office files and records, and ordering office supplies. The Front Office Admin also acts as the first point of contact for clients and customers, providing customer service and handling inquiries.

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### Wipro Jobs For Freshers

#### Duties and Responsibilities:

1)- Manage company social media accounts

- Post content on social media platforms
- Analyze social media analytics
- Collaborate with other departments to create effective social media marketing campaigns

**Requirements:**

- High school diploma or equivalent
- 2 years of clerical or administrative experience

Strong customer service skills

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

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