



<https://jobable.govhelp.in/job/amazon-careers-work-from-home-jobs-front-desk-manager-posts/>

## Amazon Careers – Work From Home Jobs – Front Desk Manager Posts

**Hiring organization**  
Amazon

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

April 12, 2024

### Valid through

31.12.2024

(adsbygoogle = window.adsbygoogle || []).push({});

APPLY NOW

### Base Salary

USD 12 - USD 23

### Qualifications

12th Pass, Graduate, Post Graduate

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Employment Type

Full-time

### Description

## Amazon Careers

### Be the Face of Amazon: Front Desk Superstar!

#### About Amazon

Have you ever wondered how millions of products get delivered around the world? Amazon is the amazing company behind it all! We're a fast-paced company that's always innovating, and we value our employees who make it happen.

**Position:** Front Desk Hero

#### Welcome to the Welcome Wagon!

As our Front Desk Hero, you'll be the first impression for everyone who visits our office. You'll greet visitors with a smile, answer their questions, and keep things running smoothly at the front desk.

(adsbygoogle = window.adsbygoogle || []).push({});

#### Here's what you'll be doing:

- Be a friendly face! Greet visitors and make them feel welcome.
- Answer questions about the office, company, and directions.

- Manage deliveries and packages.
- Keep the front desk area clean and organized.
- Schedule meeting rooms and help visitors find their way around.
- Be a problem-solver! Help visitors with any questions or concerns they may have.
- Use your computer skills to answer emails, create reports, and update visitor logs.

#### We're looking for someone who:

- Has a positive and outgoing personality! You love meeting new people and making them feel comfortable.
- Is a great communicator! You can clearly explain things and answer questions in a friendly way.
- Is a team player! You like working with others and helping out wherever needed.
- Has a can-do attitude! You're always willing to go the extra mile to get things done.
- Is a problem-solver! You can think on your feet and find solutions to unexpected situations.
- Has good computer skills! You're comfortable using email, basic office programs, and keeping records organized.
- **No experience necessary!** We'll provide all the training you need to be successful.

(adsbygoogle = window.adsbygoogle || []).push({});

#### If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



#### Why join the Amazon family?

- **Make a difference!** You'll be part of a company that's changing the world.
- **Learn and grow!** We offer amazing opportunities for training and development.
- **Competitive pay and benefits!** We offer a great salary and benefits package, including health insurance, paid time off, and more.
- **Fun and positive work environment!** We believe in working hard and having fun while doing it.
- **Career growth!** There are many opportunities to advance your career at Amazon.

#### Ready to join the team?

Applying is easy! Just submit your resume and cover letter online. We look forward to hearing from you!

## Here's why this is a great job for YOU!

Do you enjoy meeting new people and making them feel welcome? Are you a natural problem-solver who can think on your feet? If so, then this is the perfect job for you! As a Front Desk Hero, you'll play a vital role in creating a positive first impression for everyone who visits our office. You'll also get to learn new skills, be part of a great team, and have a chance to grow your career at Amazon.

## General Overview

This is your chance to be the friendly face of Amazon! You'll be the first person visitors see, and you'll play a key role in making them feel welcome and comfortable. You'll also be responsible for a variety of tasks to keep the front desk running smoothly.

**So, are you ready to join the Amazon family? We can't wait to meet you!**

**If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs**



**Important Links**

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```