



<https://jobable.govhelp.in/job/amazon-recruitment-2024-amazon-careers-receptionist-post/>

## Amazon Recruitment 2024 – Amazon Careers – Receptionist Post

**Hiring organization**  
Amazon

### Job Location

India  
Remote work from: IND

**Date posted**  
January 8, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 12,500 - USD 18,400

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Amazon Recruitment 2024

As an Amazon Receptionist, you'll be the first and last impression for visitors, employees, and partners. You'll play a crucial role in creating a positive and professional environment, providing efficient administrative support while demonstrating the heart of Amazon's culture.

## Amazon Careers

### Responsibilities:

- **Warm Welcome:** Greet visitors with a friendly smile and professional demeanor, registering guests and directing them to their destinations.
- **Communication Hub:** Manage incoming phone calls and emails, effectively handling inquiries and routing calls to the appropriate personnel.
- **Logistics Master:** Process deliveries and shipments, ensuring proper arrival and tracking.
- **Office Assistant:** Provide administrative support tasks, including scheduling appointments, preparing meeting rooms, and maintaining office supplies.
- **Event Hero:** Assist with planning and execution of office events, showcasing your organizational and multitasking skills.
- **Safety Champion:** Maintain a safe and secure environment by adhering to company protocols and procedures.

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## Amazon Jobs near me

### Skills:

- Excellent communication and interpersonal skills, building rapport with diverse individuals.
- Strong organizational and time management abilities, prioritizing tasks effectively.
- Problem-solving skills to navigate unexpected situations and find solutions.
- Proficiency in computer applications like MS Office Suite (Word, Excel, Outlook).
- Ability to work independently and as part of a team, fostering a collaborative spirit.
- Positive attitude and professional demeanor, representing Amazon's values

### Important Links

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

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