

Big Bazaar Careers For Receptionist Posts

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

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Base Salary

USD 25000 - USD 30000

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Location: Work From Home

About the Job:

Big Bazaar is looking for a cheerful and organized Receptionist. You will be the first point of contact for our customers and team. This role is vital for keeping things running smoothly.

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Key Responsibilities:

- Greet visitors and answer phone calls.
- Provide information about our services.
- Schedule appointments and manage calendars.
- Handle inquiries via email and chat.
- Maintain a tidy and welcoming workspace.

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Hiring organization

Big Bazaar

Date posted

September 30, 2024

Valid through

31.12.2024

APPLY NOW



Requirements:

- High school diploma or equivalent.
- Good verbal and written communication skills.
- Basic knowledge of office software.
- Friendly and approachable attitude.
- Previous experience in a receptionist role is helpful but not mandatoy.

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Benefits:

- Work from home flexibility.
- Competitive salary.
- Opportunities for career advancement.
- Supportive team culture.

How to Apply:

To apply, please visit our official site. 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

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