Bank of India Careers For Cashier Posts

Job Location
India

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Base Salary
USD 12000 - USD 15000

Qualifications
12th Pass, Graduate, Post Graduate

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Employment Type
Full-time, Part-time

Description

Coca Cola Careers For Receptionist Posts

Job Title: Receptionist
Location: Various Locations

About the Job:
Coca-Cola is seeking a friendly and organized receptionist to join our team. In this role, you will be the first point of contact for visitors and callers. If you enjoy helping people and managing a busy front office, we want to hear from you!

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Key Responsibilities:

- Greet and assist visitors in a welcoming manner.
- Answer phone calls and direct them to the appropriate departments.

Hiring organization
Coca Cola

Date posted
October 1, 2024

Valid through
31.12.2024

APPLY NOW

- Manage appointment schedules and meetings.
- Handle incoming and outgoing mail and packages.
- Maintain a clean and organized reception area.

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Requirements:

- High school diploma or equivalent.
- Previous experience in a receptionist or administrative role is preferred.
- Strong communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Ability to multitask and work in a fast-paced environment.

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Benefits:

- Competitive salary.
- Health and wellness benefits.
- Paid time off and holidays.
- Opportunities for professional growth.
- Supportive and inclusive work culture.

How to Apply:
To apply, please visit the official Coca-Cola careers page. We look forward to your application!

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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