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Front Office Coordinator – Job Vacancy Near Me – Job Vacancy in Byjus

Hiring organization
Byjus

Job Location

India
Remote work from: IND

Date posted
January 27, 2024

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Valid through
31.08.2024

Base Salary

USD 12 - USD 20

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Front Office Coordinator

As a Front Office Coordinator, you'll be the face of BYJU'S – the first point of contact for visitors, partners, and employees. You'll play a crucial role in shaping first impressions, managing office operations seamlessly, and ensuring a positive, efficient environment for everyone.

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Byjus Careers

Responsibilities:

- **Welcoming and Assisting Visitors:** Greet visitors warmly, handle inquiries, direct them to relevant departments, and ensure a smooth flow throughout the office.
- **Office Administration:** Manage calendars, schedule meetings, book travel arrangements, and handle document preparation with accuracy and efficiency.
- **Communication and Coordination:** Serve as a communication hub, liaising with internal teams and external partners, ensuring clear and timely information flow.

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Byjus Jobs Near Me

Skills:

- **Excellent communication and interpersonal skills:** You'll thrive in a dynamic environment, confidently interacting with diverse individuals.
- **Exceptional organizational and time management skills:** Juggling multiple tasks with precision and maintaining a well-organized workspace is key.
- **Proficiency in MS Office Suite:** You'll be a whiz with tools like Word, Excel, and Outlook to navigate tasks effectively.

Tags:

byjus recruitment process,byjus recruitment associate interview,byjus part time job,byjus interview,byjus part time jobs,byju's interview,byjus interview experience,byjus bda interview,byju's bda interview,byjus latest jobs,byjus interview for bda,byjus work from home job,byjus interview questions,byju's interview questions,byjus jobs,byjus,how to crack byjus interview,how to crack byju's interview,byju's zoom interview questions

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