



<https://jobable.govhelp.in/job/honda-motorcycle-careers-for-front-office-staff-posts/>

## Honda Motorcycle Careers For Front Office Staff 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 15000 - USD 18000

### Qualifications

12th Pass, Graduate, Post Graduate

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### Employment Type

Full-time, Part-time

### Description

## Honda Motorcycle Careers For Front Office Staff Posts

**Location: Work From Home**

### About the Job:

Honda Motorcycle is looking for friendly and organized Front Office Staff to join our team. In this role, you will be the first point of contact for our customers, providing excellent service and support.

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### Key Responsibilities:

- Greet visitors and answer phone calls.
- Assist customers with inquiries and provide information.
- Schedule appointments and manage calendars.
- Maintain a tidy and organized front office area.
- Support administrative tasks as needed.

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### Hiring organization

Honda Motorcycle

### Date posted

September 30, 2024

### Valid through

31.12.2024

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**Requirements:**

- High school diploma or equivalent.
- Good communication and interpersonal skills.
- Basic computer skills and familiarity with office software.
- Ability to work independently and as part of a team.
- Previous experience in a front office role is a plus but not required.

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**Benefits:**

- Flexible work hours.
- Competitive salary.
- Health benefits and employee discounts.
- Opportunities for growth within the company.

**How to Apply:**

If you're interested, please apply through our official site. We look forward to hearing from you!

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**Important Links**

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