



<https://jobable.govhelp.in/job/infosys-recruitment-2023-24-job-vacancy-front-office-coordinator-post/>

Infosys Recruitment 2023-24 – Job Vacancy – Front Office Coordinator Post

Hiring organization
Infosys

Job Location

India
Remote work from: IND

Date posted
December 22, 2023

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Valid through
30.06.2024

Base Salary

USD 20,500 - USD 29,400

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Infosys Recruitment 2023-24

At Infosys, you'll be more than just a receptionist; you'll be the first and lasting impression Infosys makes on visitors, clients, and employees. You'll play a crucial role in ensuring a smooth and efficient flow of operations, while creating a positive and professional atmosphere for everyone who enters the Infosys doors.

Infosys Careers

Responsibilities:

- **Welcome Maestro:** Greet visitors warmly, register them efficiently, and direct them to their destinations.
- **Communication Catalyst:** Manage incoming calls and emails, relaying messages accurately and promptly.
- **Schedule Savvy:** Schedule meetings and appointments for employees, ensuring smooth coordination and minimal disruptions.
- **Travel Titan:** Manage travel arrangements for employees, booking flights, hotels, and transportation.
- **Facility Flair:** Maintain a clean, organized, and professional front office environment.
- **Tech-Tame Warrior:** Utilize office technology and communication systems effectively to streamline tasks and information flow.
- **Problem-Solving Ace:** Handle unexpected situations calmly and efficiently, finding solutions to ensure smooth operations.

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Infosys Jobs near me

Skills:

- Minimum Bachelor's degree in any discipline preferred.
- 1+ years of experience in a front office or administrative role.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong organizational and time management skills, with the ability to handle multiple tasks simultaneously.
- Proficiency in MS Office Suite and office technology is essential.
- A positive and professional demeanor, with a focus on customer service and attention to detail.

Important Links

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

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