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Meesho Recruitment 2024 – Latest Job – Front Office Executive Post

Hiring organization
Meesho

Job Location

India
Remote work from: IND

Date posted
January 10, 2024

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Valid through
31.08.2024

Base Salary

USD 11,400 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Meesho Recruitment 2024

Meesho is a rapidly growing e-commerce platform empowering individuals across India with the ability to start and run their own online businesses. As a Front Office Executive, you'll be a vital part of our first-impression team, welcoming visitors, providing information, and ensuring a smooth and efficient experience for everyone who enters our office.

Meesho Careers

Responsibilities:

- Greet and welcome visitors with a warm and professional demeanor.
- Direct visitors to the appropriate department or person.
- Answer basic questions about Meesho and its operations.
- Manage the reception area and maintain a clean and organized environment.
- Schedule appointments and meetings for staff members.
- Handle incoming calls and emails efficiently and professionally.
- Process visitor information and maintain accurate records.
- Contribute to a positive and welcoming office atmosphere.

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Meesho Jobs near me

Skills:

- Minimum High School diploma or equivalent (freshers welcome!).
- Excellent communication and interpersonal skills, with the ability to build rapport and trust.
- Strong organizational and time management skills.
- Proficiency in computer skills and relevant software applications (Microsoft Office Suite preferred).
- Ability to work independently and as part of a team in a fast-paced environment.

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

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