

Mondelez Recruitment 2023-24 – Job Card – Front Office Executive Post

Hiring organization
Mondelez

Job Location

India
Remote work from: IND

Date posted
December 28, 2023

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Valid through
31.08.2024

Base Salary

USD 10,600 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Mondelez Recruitment 2023-24

As our Front Office Executive, you'll be the welcoming face and first point of contact for visitors, employees, and partners. You'll play a crucial role in ensuring a smooth and efficient front office operation, contributing to a positive and productive work environment.

Mondelez Careers

Responsibilities:

- Greet visitors, guests, and employees with warmth and professionalism.
- Register and direct visitors, ensuring accurate attendance records.
- Manage incoming and outgoing calls, efficiently routing them to the appropriate personnel.
- Handle appointment scheduling and calendar maintenance for executives and team members.
- Maintain an organized and professional reception area, including restocking supplies and equipment.
- Process expense reports and other administrative tasks as needed.
- Uphold company policies and procedures, ensuring a safe and secure work environment.

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Mondelez Jobs near me

Skills:

- Excellent communication and interpersonal skills, with a friendly and

professional demeanor.

- Strong organizational and time management skills, with the ability to prioritize multiple tasks.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to work independently and as part of a team, demonstrating initiative and problem-solving skills.

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

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