



<https://jobable.govhelp.in/job/smart-bazaar-careers-for-receptionist-posts/>

Smart Bazaar Careers For Receptionist Posts

Job Location

Tula Ram Bag, 9/5a/1, Tula Ram Bagh, Madhwapur, 211006, Prayagraj , Uttar Pradesh, India

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Base Salary

USD 8000 - USD 16000

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Smart Bazaar Careers For Receptionist Posts

Location: Work From Home

About the Job:

Smart Bazaar is hiring a Receptionist to join our team remotely. You will be the first point of contact for clients and visitors. If you have great communication skills and enjoy helping people, we want to hear from you!

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Key Responsibilities:

Hiring organization

Smart Bazaar

Date posted

September 28, 2024

Valid through

31.12.2024

APPLY NOW

- Answer phone calls and emails promptly.
- Greet clients and provide information.
- Schedule appointments and manage calendars.
- Maintain records and handle administrative tasks.
- Support the team with various tasks as needed.

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Requirements:

- High school diploma or equivalent.
- Strong communication and interpersonal skills.
- Good organizational abilities.
- Basic computer skills, including MS Office.
- Previous experience in a receptionist role is a plus.

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Benefits:

- Flexible work hours.
- Competitive salary.
- Health benefits.
- Opportunities for professional growth.
- Friendly team environment.

How to Apply:

To apply, please visit our official site and submit your application. We look forward to welcoming you to Smart Bazaar!

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Important Links

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