

Tata Motors Jobs – Find a Job – Job Seeker For Front Office Coordinator

Hiring organization

Tata Motors

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

Date posted

March 22, 2024

Valid through

31.12.2024

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Base Salary

USD 14 - USD 20

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Tata Motors Recruitment 2024

Are you a highly organized and detail-oriented individual with a passion for excellent customer service? Do you thrive in a fast-paced environment and enjoy collaborating with a team to achieve shared goals? If so, then a career as a Front Office Coordinator at Tata Motors could be the perfect fit for you!

Tata Motors Jobs Near Me

Tata Motors is a leading global automotive manufacturer known for its commitment to innovation and excellence. We offer a dynamic and rewarding work environment where you can make a real difference. In this role, you'll be the first point of contact for visitors and play a vital role in creating a positive first impression of our company.

Summary

We are seeking a motivated and enthusiastic Front Office Coordinator to join our team. You will be responsible for a variety of administrative tasks, including greeting visitors, managing the reception area, answering phones, and providing excellent customer service. This is a great opportunity for someone who is looking to build a career in a fast-paced and exciting industry.

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Key Responsibilities

- **Welcome visitors and guests:** You will be the first point of contact for all

visitors to our office. You will greet them warmly, answer their questions, and direct them to the appropriate person or department.

- **Manage the reception area:** This includes maintaining a clean and professional appearance, ensuring office supplies are stocked, and handling deliveries.
- **Answer phones and emails:** You will answer phones in a courteous and professional manner, take messages, and direct calls to the appropriate staff member. You will also manage incoming emails and distribute them accordingly.
- **Schedule appointments:** You may be responsible for scheduling appointments for staff members, ensuring that their calendars are accurate and up-to-date.
- **Travel arrangements (if applicable):** Depending on the specific role, you may be responsible for making travel arrangements for staff members, including booking flights and hotels.
- **Data entry and document management:** You may be required to enter data into computer systems, maintain files, and prepare reports.
- **Provide administrative support:** You will provide general administrative support to the team, such as photocopying, faxing, and preparing presentations.
- **Maintain a positive and professional demeanor:** You will be the face of Tata Motors for many visitors, so it is essential that you maintain a positive and professional demeanor at all times.

Required Skills and Qualifications

- High school diploma or equivalent
- Minimum of 1 year of experience in a customer service or administrative role (preferred)
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Positive attitude and a willingness to learn

Experience

This role is open to both recent graduates and individuals with experience. We are looking for someone who is eager to learn and grow their career in a fast-paced environment.

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Why Join Tata Motors

Tata Motors offers a competitive compensation and benefits package, as well as opportunities for professional development and growth. You will be working with a team of talented and experienced professionals in a dynamic and exciting industry. Here are some additional reasons to consider a career at Tata Motors:

- **Opportunity to work for a leading global automotive manufacturer:** Be a part of a company that is shaping the future of mobility.
- **Fast-paced and dynamic work environment:** No two days are ever the same!
- **Competitive compensation and benefits package:** We offer a comprehensive benefits package that includes health insurance, dental insurance, vision insurance, life insurance, and a 401(k) retirement plan.
- **Opportunities for professional development:** We are committed to helping our employees grow and develop their careers. We offer a variety of training and development programs to help you reach your full potential.
- **Positive and collaborative work environment:** We are a team-oriented company with a strong focus on collaboration.

Application Process

To apply for this position, please submit your resume and cover letter online. In your cover letter, please tell us why you are interested in this position and what you can bring to Tata Motors.

Motivate to Join

This is a great opportunity to launch your career in a dynamic and exciting industry. If you are a highly organized and motivated individual with a passion for excellent customer service, we encourage you to apply!

General Overview

As a Front Office Coordinator at Tata Motors, you will play a vital role in creating a positive first impression of our company. You will be responsible for a variety of administrative tasks, including greeting visitors, managing the reception area, answering phones, and providing excellent customer service. This is a great opportunity for someone who is looking to build a career in a fast-paced and rewarding environment.

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