



<https://jobable.govhelp.in/job/tcs-recruitment-2024-private-jobs-concierge-post/>

## TCS Recruitment 2024 – Private Jobs – Concierge Post

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 21,000 - USD 28,300

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## TCS Recruitment 2024

We are looking for a professional and friendly Concierge to join our team at TCS. In this role, you will be responsible for providing exceptional customer service and creating a positive and welcoming atmosphere for our clients and guests. You will be the first point of contact for all visitors and will play a key role in ensuring their experience at TCS is pleasant and efficient.

### TCS Careers

#### Responsibilities:

1. Greet and welcome clients, guests and employees in a warm and friendly manner
2. Provide excellent customer service by answering all inquiries, directing calls and messages to the appropriate parties, and addressing any concerns or issues promptly
3. Manage and maintain the reception area, ensuring it is clean, organized, and stocked with necessary supplies

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### TCS Jobs near me

#### Skills:

1. Excellent communication and interpersonal skills

### Hiring organization

TCS

### Date posted

January 11, 2024

### Valid through

30.04.2024

APPLY NOW

2. Strong organizational and time-management skills

8. Ability to multitask and handle a high volume of visitors and tasks

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

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