



<https://jobable.govhelp.in/job/wipro-recruitment-2023-24-wipro-careers-front-office-staff-post/>

Wipro Recruitment 2023-24 – Wipro Careers – Front Office Staff Post

Hiring organization

Wipro

Job Location

India

Remote work from: IND

Date posted

December 28, 2023

Valid through

31.08.2024

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Base Salary

USD 19,800 - USD 30,100

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Wipro Recruitment 2023-24

Wipro, a global leader in information technology, consulting, and business process services, is searching for bright and engaging individuals like you to join our team as Front Office Staff in 2023-24. This is your chance to be the first point of contact, shaping the company's image and making a lasting impression on every visitor, employee, and client.

Wipro Careers

Responsibilities:

- Welcome visitors and guests, registering them efficiently and providing relevant information.
- Manage visitor appointments and schedules, coordinating with relevant departments.
- Answer phone calls and emails promptly and professionally, directing inquiries to appropriate personnel.
- Maintain accurate records of visitor arrivals, departures, and appointments.
- Handle basic administrative tasks like photocopying, document filing, and message relaying.
- Assist with event setup, registration, and coordination, ensuring a smooth and successful event experience.
- Maintain a clean, organized, and welcoming reception area.
- Uphold Wipro's values and brand image in every interaction.

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Wipro Jobs near me

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong organizational and time management skills to handle multiple tasks efficiently.
- Professional demeanor and a welcoming presence with a positive attitude.
- Proficiency in basic computer skills (e.g., MS Office Suite).
- Ability to learn new processes and adapt to changing situations quickly.

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

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