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

**Hiring organization**
Wipro

**Job Location**
India
Remote work from: IND

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**Date posted**
December 28, 2023

**Valid through**
31.08.2024

APPLY NOW

**Base Salary**
USD 19,800 - USD 30,100

**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.
- Team player with a willingness to collaborate and support colleagues.

**Important Links** **Find the Link in Apply Now Button**

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