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## IBM Careers 2023 – All India Jobs – Front Office Coordinator Post

**Hiring organization**  
IBM

### Job Location

India  
Remote work from: IND

**Date posted**  
July 13, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 18,500 - USD 25,200

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### IBM Recruitment 2023

We are looking for a Front Office Coordinator to join our team and help us provide excellent customer service to our employees. The ideal candidate will have strong communication and interpersonal skills, as well as experience in a front-office role.

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#### IBM Jobs Near Me

#### Responsibilities:

- Greet and welcome employees to the office.
- Answer phone calls and direct calls to the appropriate person.
- Provide information to employees about company policies and procedures.
- Schedule appointments for employees.
- Handle administrative tasks, such as filing and data entry.

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#### IBM Careers

#### Requirements:

- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.

Experience in a front office role

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

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