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IBM Recruitment 2023 – All India Jobs – Front Office Coordinator Posts

Hiring organization
IBM

Job Location

India
Remote work from: IND

Date posted
June 30, 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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