



<https://jobfever.govhelp.in/job/ibm-recruitment-2023-all-jobs-for-you-front-office-staff-posts/>

IBM Recruitment 2023 – All Jobs For You – Computer Technician Posts

Hiring organization
IBM

Job Location

India
Remote work from: IND

Date posted
October 21, 2023

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Valid through
31.03.2024

Base Salary

USD 28,600 - USD 31,600

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

IBM Recruitment 2023

IBM is looking for a passionate and customer-oriented Front Office Staff to join our growing team. The ideal candidate will be a highly motivated and results-oriented individual with excellent customer service and communication skills. You will be responsible for welcoming and assisting customers, answering their questions and concerns, and providing general administrative support to the front office team.

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IBM Jobs Near Me

Responsibilities:

- Greet and welcome customers in a friendly and professional manner
- Answer customer questions and concerns about IBM products and services
- Provide general administrative support to the front office team, such as scheduling appointments, managing files, and preparing reports
- Maintain a clean and organized front office environment
- Perform other duties as assigned

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IBM Careers

Qualifications

- High school diploma or equivalent
- 0-1 year of experience in a customer service role (a plus)

Important Links
Freshers (considered)

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

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