IBM

IBM Recruitment 2023 – Freshers Jobs – Front Office Coordinator Post

Hiring organization
IBM

Date posted
July 12, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 18,500 - USD 25,200

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.

Important Links Experience in a front office role **Find the Link in [Apply Now](#) Button**

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