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Meesho Recruitment 2023 – 2+ Years Exp – Private Job – Office Associate Posts

Hiring organization

Meesho

Date posted

May 8, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

Ground Floor, No. 78, Vaishnavi Signature, 06-105-B, 06-102, (138 Wu, Outer Ring Rd, Bellandur, 560103, Bangalore, Karnatka, India

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Base Salary

USD 12,000 - USD 18,000

Qualifications

12th Pass / Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Meesho Recruitment 2023

The Office Associate will provide front desk coverage and general administrative support to the office. This position is responsible for providing excellent customer service to all visitors and callers, handling front desk operations, and providing general administrative support to the office.

Meesho Jobs Near Me

Responsibilities:

- Greet and direct all visitors and callers in a professional and friendly manner
- Answer phones and direct calls as appropriate
- Manage front desk operations including supplies, mail, and other duties as assigned
- Provide general administrative support to the office including but not limited to managing files, preparing documents, and coordinating logistics

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Meesho Careers

Requirements:

- 1-2 years of experience providing customer service in a professional setting
- Proven ability to manage multiple tasks simultaneously and prioritize work effectively
- Strong attention to detail and accuracy

Excellent communication skills, both written and oral

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

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