

## Wipro Careers 2023 – Job Alert – Front Office Assistant Post

### Hiring organization

Wipro

### Job Location

India

Remote work from: IND

### Date posted

September 27, 2023

### Valid through

31.12.2023

### Base Salary

USD 26,000 - USD 32,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

#### Wipro Recruitment 2023

If you are a fresher, you can highlight your relevant skills and experience in your resume and cover letter. For example, you can mention any customer service experience you have, such as working at a retail store or restaurant. You can also mention any administrative experience you have, such as working as a student intern or volunteer.

(adsbygoogle = window.adsbygoogle || []).push({});

#### Wipro Jobs Near Me

#### Responsibilities

- Greet and assist visitors in a friendly and professional manner
- Answer and direct phone calls
- Schedule and confirm appointments
- Manage and maintain office supplies
- Provide administrative support to staff
- Perform other related tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

#### Wipro Careers

#### Skills

- Excellent customer service and communication skills
- Ability to multitask and prioritize effectively
- Proficient in Microsoft Office Suite
- Strong organizational and time management skills

Ability to work independently and as part of a team

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```