

Wipro Recruitment 2023 – Job Alert – Front Office Assistant Posts

Hiring organization

Wipro

Job Location

India

Remote work from: IND

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Base Salary

USD 26,000 - USD 32,000

Date posted

October 6, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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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.

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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

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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**

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