



<https://jobs.govhelp.in/job/capgemini-recruitment-2023-job-card-receptionist-posts/>

Capgemini Recruitment 2023 – Job Card – Receptionist Posts

Hiring organization
Capgemini

Job Location

India
Remote work from: IND

Date posted
August 22, 2023

Valid through
31.12.2023

Base Salary

Rs. 11,000 - Rs. 13,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Capgemini Recruitment 2023

The Receptionist is responsible for providing a warm and welcoming welcome to visitors, answering their questions, and resolving any issues they may have. The ideal candidate will be a friendly and approachable individual with excellent communication and customer service skills.

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Capgemini Job Card

Responsibilities:

- Greet visitors and answer their questions
- Assist visitors with their needs
- Resolve visitor complaints and issues
- Maintain a clean and organized reception area
- Follow all safety procedures

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Capgemini Jobs Near Me

Skills:

- Excellent communication and customer service skills

- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Basic knowledge of Capgemini products and services.

Important Links

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

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