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Cognizant Careers 2023 – Freshers Jobs – Front Office Executive Post

Hiring organization
Cognizant

Job Location

India
Remote work from: IND

Date posted
August 22, 2023

Valid through
31.12.2023

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Base Salary

Rs. 16,700 - Rs. 24,600

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Qualifications

Graduate

Employment Type

Full-time

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Description

Cognizant Careers 2023

The Front Office Executive is responsible for providing administrative support to the Human Resources department. The ideal candidate will have excellent communication skills, as well as the ability to work independently and as part of a team.

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Cognizant Jobs For Freshers

Responsibilities:

- Provide administrative support to the Human Resources department, such as answering phones, scheduling appointments, and managing files
- Process employee paperwork, such as onboarding forms and exit interviews
- Coordinate training and development programs
- Assist with recruiting and hiring activities
- Other duties as assigned

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Skills:

- Excellent communication skills, both written and verbal
- Ability to work independently and as part of a team
- Ability to follow instructions and meet deadlines
- Attention to detail

Proficiency in Microsoft Office Suite

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