



<https://www.click4networks.com/careers/receptions-back-office-executive/>

Receptionist/ Back Office Executive

Description

Candidate should have experience of receptionist work. Candidate should have basic computer knowledge. Candidate should have good communication skill

Skills

good communication skills.

Responsibilities

Experience: 0 – 1 year

Qualifications

Any Graduate – Any Specialization

Employment Type

Full Time

Industry

IT

Job Location

Jaipur

Working Hours

10:00 AM to 07:00 PM

Base Salary

Rs 100000 - Rs 180000

Valid through

December 15, 2018

Date posted

September 27, 2018