



<https://jobsareahub.com/jobs/cipla-recruitment-2023-fast-job-front-desk-manager-posts/>

## Cipla Recruitment 2023 – Fast Job – Accounting consultant Posts

**Hiring organization**  
Cipla

### Job Location

India  
Remote work from: IND

**Date posted**  
September 25, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 10,500 - Rs. 17,500

APPLY NOW

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

### Description

## Cipla Recruitment 2023

The Front Desk Manager (Fresher) is responsible for overseeing the front desk operations of Cipla. This includes tasks such as greeting visitors, answering phones, handling customer inquiries, and scheduling appointments. This is an entry-level position that offers the opportunity to learn about front desk management and gain experience in a leading Indian pharmaceutical company.

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## Cipla Careers

### Essential Duties and Responsibilities:

- Greet visitors and provide them with information about Cipla and its products
- Answer phones and direct calls to the appropriate departments
- Handle customer inquiries and resolve issues in a timely and efficient manner
- Schedule appointments for visitors and employees
- Maintain the front desk area and ensure that it is clean and organized
- Assist with other front desk tasks as needed

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## Cipla Jobs Near Me

**Qualifications:**

- High school diploma or equivalent
- Strong academic performance

**Important Links** Demonstrated interest in front desk management