



<https://jobsareahub.com/jobs/vistara-recruitment-2023-all-india-jobs-receptionist-posts/>

Vistara Recruitment 2023 – All India Jobs – Receptionist Posts

Hiring organization
Vistara

Job Location

India
Remote work from: IND

Date posted
July 1, 2023

Valid through
31.12.2023

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Base Salary

USD 12,400 - USD 17,600

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Vistara Recruitment 2023

Vistara is looking for a highly motivated and experienced Receptionist to join our team. The ideal candidate will have a strong understanding of customer service principles and procedures. The Receptionist will be responsible for providing excellent customer service to visitors, as well as managing the front desk.

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Vistara Careers

Responsibilities:

- Provide excellent customer service to visitors by phone, email, and in person
- Manage the front desk, including answering phones, checking in visitors, and directing them to their destinations
- Greet and welcome visitors
- Answer questions about Vistara's products and services
- Operate the switchboard
- Handle incoming and outgoing mail
- Maintain the reception area

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Vistara Jobs Near Me

Skills:

- Strong understanding of customer service principles and procedures
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Important Links Bilingual (English and Hindi) is a plus

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

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