



<https://jobtalent.jobcitylive.com/job/flipkart-recruitment-2023-front-office-staff-post/>

## Flipkart Recruitment 2023 – Front Office Staff Post

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

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### Base Salary

Rs. 18,000 - Rs. 20,000

### Qualifications

Graduate

### Hiring organization

Flipkart

### Date posted

January 2, 2023

### Valid through

31.12.2025

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### Employment Type

Full-time

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### Description

## Flipkart Jobs For Freshers

Front Office Staff are responsible for providing excellent customer service and support to customers, guests and other visitors.

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### Flipkart Jobs Near Me

The duties and responsibilities of Front Office Staff include greeting and registering customers and guests, handling customer inquiries, answering telephones, making reservations, and providing information about the hotel and its facilities.

### Jobs for Freshers

They must also maintain a professional and friendly attitude at all times and follow hotel policies and procedures. Additionally, Front Office Staff must ensure that all customers, guests and visitors are treated with respect and courtesy. Finally, Front Office Staff must ensure the safety and security of all customers, guests and

### Important Links

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

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