

## Tata Capital Recruitment 2023 – Job Change – Front Office Staff Post

**Hiring organization**  
Tata Capital

### Job Location

India  
Remote work from: IND

**Date posted**  
September 16, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 12,200 - Rs. 18,700

APPLY NOW

### Qualifications

12th Pass , Graduate.

### Employment Type

Full-time

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### Description

#### Tata Capital Recruitment 2023

The Front Office Staff is responsible for providing a welcoming and professional experience to all customers and visitors to Tata Capital. This position requires strong customer service skills, as well as the ability to work independently and as part of a team.

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#### Tata Capital Jobs Near Me

#### Responsibilities:

- Greet and welcome customers and visitors to the office
- Answer phones and direct calls to the appropriate personnel
- Provide information about Tata Capital's products and services
- Schedule appointments and meetings
- Handle correspondence and paperwork
- Maintain the front office area

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#### Tata Capital Careers

#### Skills:

- Excellent customer service skills
- Strong communication skills, both verbal and written
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Attention to detail

## Important Links

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

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