

WORK VAPOR

Job Link: <https://workvapor.in/jobs/receptionist-computer-operator/>

RECEPTIONIST & COMPUTER OPERATOR

JOB LOCATION

Uttar Pradesh, India

DESCRIPTION

Company: Harishree Recruitment Services Pvt Ltd

Location: Noida, Uttar Pradesh (Phase – 3)

Job Type: Full-Time

Job Overview:

We are urgently hiring a **female receptionist** with **5 to 7 years of experience** for our office in Noida. The ideal candidate should have excellent **computer knowledge, communication skills, and the ability to handle office tasks efficiently.**

Salary:

? ?15,000 – ?18,000 per month (?1.25 – ?2 Lakh P.A.)

Key Responsibilities:

- Handling front office reception and assisting visitors.
- Managing calls, emails, and queries efficiently.
- Updating courier details in the system.
- Working with MS Excel (Advanced), MS Word, and mailing tasks.
- Data entry with a minimum typing speed of 30 WPM.
- Handling leads and query resolution.

HIRING ORGANIZATION

Harishree Recruitment Services Pvt Ltd

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 24,000 - INR 30,000

DATE POSTED

? March 24, 2025

VALID THROUGH

2026-07-16

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Required Qualifications & Skills:

? **Education:** B.A. or equivalent.

? **Experience:** 5 – 7 years in a **receptionist or computer operator role.**

? **Technical Skills:** Advanced **MS Excel, MS Word, and data entry.**

? **Personality:** Good communication and interpersonal skills.

? **Interested candidates can contact:**

? **Rajani – +91-XXXXXXX**

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