

# 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

### APPLY NOW

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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-XXXXXXXXXX**

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