

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/receptionist-job-in-dhanbad-jharkhand-greengrove-agrotech-pvt-ltd/>

## RECEPTIONIST

### JOB LOCATION

Dhanbad, NA, Dhanbad, Jharkhand, India

### DESCRIPTION

Salary Range : Rs. 10000 – Rs. 13500 , based on skills, experience, and interview performance

Educational Requirement : 12th Pass / Female Only

Work Arrangement : Work From Office

Gender Preference : Female only

Skills Requirement : No predefined skills necessary

Experience Requirement : Fresher

Location : Dhanbad

Working Hours : 09:30 am – 6:30pm | Monday to Saturday

Additional Info : Handling Of Phone Calls, Emails And Couriers. Maintain Register & Monitor Reception Area. Talking To Customers.

### HIRING ORGANIZATION

Greengrove Agrotech Pvt.Ltd

### EMPLOYMENT TYPE

Full-time

### BASE SALARY

INR 15,000 - INR 34,000

### VALID THROUGH

2026-07-17