

WORK VAPOR

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

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

Apply Now

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.

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**

? **Apply on Trabajo.org**