

WORK VAPOR

Job Link: <https://workvapor.in/jobs/receptionist-with-good-communication-and-computer-skills/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time, Part-time, Intern

BASE SALARY

INR 24,000 - INR 30,000

DATE POSTED

? March 24, 2025

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RECEPTIONIST WITH GOOD COMMUNICATION AND COMPUTER SKILLS

JOB LOCATION

Uttar Pradesh, India

DESCRIPTION

Company: Confidential

Location: Gorakhpur, Uttar Pradesh

Job Type: Full-Time

Job Overview:

A consulting company in **Gorakhpur** is looking for a **receptionist** with **strong communication and computer skills** to handle front-office responsibilities.

Key Responsibilities:

- ? **Managing front desk operations** and handling visitor inquiries.
- ? **Answering calls and responding to emails** professionally.
- ? **Maintaining records and handling administrative tasks.**
- ? **Basic computer operations** such as MS Word, Excel, and email communication.
- ? Coordinating with different departments for smooth office operations.

Required Skills & Qualifications:

- ? **Good communication skills** (Hindi & English preferred).
- ? **Basic computer knowledge** (MS Office, emails, data entry).
- ? **Professional and presentable personality.**
- ? **Experience in a receptionist or front-office role is a plus.**

? Interested candidates can apply on OLX.

