



<https://joblife.govhelp.in/job/adidas-recruitment-2023-job-seeker-receptionist-post/>

Adidas Recruitment 2023 – Jobs – Receptionist Post

Job Location

India
Remote work from: IND

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Base Salary

USD 14,000 - USD 20,200

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Adidas Recruitment 2023

Adidas is looking for highly motivated and customer-oriented Receptionists to join our team. As a Receptionist, you will be responsible for greeting and welcoming visitors, answering phones, directing calls, and providing administrative support.

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Adidas Jobs Near Me

Responsibilities:

- Greet and welcome visitors
- Answer and direct phone calls
- Schedule appointments and manage the office calendar
- Process mail and deliveries
- Maintain the office reception area
- Provide administrative support to staff, such as typing, filing, and copying

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Adidas Careers

Skills:

- High school diploma or equivalent

Hiring organization

Adidas

Date posted

November 18, 2023

Valid through

31.03.2024

APPLY NOW

- 1+ year of experience in a reception or administrative role (preferred)
- Excellent customer service and communication skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills

Proficiency in using computers and office software

Important Links Find the Link in [Apply Now](#) Button

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