

Jormis IT Solutions

<https://jormis.com/job/customer-relationship-cum-office-admin/>

Customer Relationship cum Office Admin (Female)

Description

We are looking for a dynamic **Customer Relationship cum Office Admin** to join our team. If you're passionate about customer interaction and skilled in office administration, this is the perfect opportunity for you!

As a Customer Relationship cum Office Admin, you will be the face of our company, managing customer interactions both in-person and over the phone. You will also handle administrative tasks to ensure smooth office operations.

Responsibilities

- Build and maintain strong relationships with customers.
- Handle customer inquiries and provide resolutions with a positive demeanor.
- Manage office administration tasks efficiently.
- Support the team in daily operations and coordination.

Qualifications

- **Education:** Any degree.
- **Experience:** Freshers to 1 year of relevant experience.
- **Skills Required:**

- Excellent communication skills in English and Malayalam.
- Proficiency in basic computer applications (MS Office, email handling, etc.).

Contacts ◦ Positive attitude, politeness, and strong interpersonal skills.

careers@jormis.com

+91 8590030906

Hiring organization

Jormis IT Solutions

Employment Type

Full-time

Beginning of employment

Immediate

Industry

IT

Job Location

Vennala, 682028, Kochi, Kerala

Working Hours

9

Base Salary

₹ 7000 - ₹ 12000

Date posted

December 3, 2024