

RECEPTIONIST CUM TELEPHONE OPERATOR

ZILLIONe is a leading technology based enterprise- wide business applications & systems solutions provider & have been recognized for the unique ability in providing our clientele with a multitude of solutions, ZILLIONe has established over 400 corporate customer relationships in more than 10 countries over the past 30 years. The only premier solution provider for SAGE ACCPAC in South Asia, ZILLIONe also holds the distinction of being the first Microsoft gold certified partner in the Country.

We are looking for energetic, self motivated Individual with excellent telephone ethics & fluency in English for the post of Receptionist cum telephone operator.

Suitable candidate should be

- Smart Young Lady below 30 years
- Strong PR skills & Positive Attitude towards the job
- Exceptional communication skills in English & must be Computer Literate
- Immaculate track record of minimum 3 years experiences in similar capacity in a reputed organization

Responsibilities

- Handling the companies Telephone system
- Accountable for general administrative work
- Maintaining the look & feel standards of office premises



Would you be interested in pursuing a career with us,
Please Email your resume to careers@zillione.com state
the job title as the e-mail subject. Please include a recent
photograph of your self, Names & contact details of 2 non- related
referees



ZILLIONe recruitment policy does not allow hiring of people directly employed at our customer installations