



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA
MUMBAI | RAIPUR | RANCHI | KOLKATA | PATNA

ATS INFRASTRUCTURE

Campus Recruitment - 2023 Batch

Only for Students of Amity Education Group

Only for Unplaced & Eligible Students

Last Date to Register - 2nd September 2023, 4:00 PM

Company	ATS Infrastructure
Website	www.atsinfrastructure.in
Batch	2023
Date of Campus	Will Be Informed
Job Title	EXECUTIVE - FRONT OFFICE
Eligible Branches	Any Graduate/ Postgraduate
Eligibility Criteria	60% & above percentage throughout in SSC, HSC, Graduation and Post-graduation
Employment Type	Full Time Employment
Bond	NO
Roles & Responsibilities	<p>The incumbent shall be responsible for greeting and welcoming guests, receiving, and delivering all incoming and outgoing mail and packages, answering all calls, and directing as needed, scheduling meetings, and coordinating office activities Answers phone calls courteously.</p> <ul style="list-style-type: none">• Handles clients and guides guests to the contact person.• Collecting data from• Plans business travel.• Refills office supplies.• Receives deliveries.• Qualifying leads and turning it into prospects.• Develop process improvements to optimize partner management activities.• Working in close coordination with the CRM, Sales, Marketing and Project Departments respectively to get the desired deliverable.
Skills	<ul style="list-style-type: none">• Comprehensive knowledge of MS Office• Effective communication skills
Joining Date	Will Be Informed

Recruitment Process	F2F Round , HR Interview
CTC	3.60 LPA
Location	Noida, Greater Noida West & Gurugram
How to Apply?	Last date to apply – 2 nd September 2023 before 4:00PM APPLY NOW

Our Best Wishes are always with you!!

Anjani Kumar Bhatnagar

**Dy Director- Amity Technical Placement Centre
(Centralized Campus Placement Division of Amity)**

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