

Job Title –

Front Office Executive

Company –

S R PUBLIC SR. SEC. SCHOOL, KOTA

Location –

Kota, Rajasthan

Salary –

₹ 10,000.00 – ₹ 13,000.00 per month

Job type –

Full-time, Fresher

Job Description –

Job Summary

Handling the reception

Responsibilities and Duties

- Attending all the queries, parents and visitors
- Managing the reception area
- Responding all the phone calls effectively
- Scheduling appointments
- Handling tasks given by Principal

Key Skills

- Good Command over the English language, Good communication skills
- Good IT skills like should be familiar with using Microsoft Office, Internet Surfing, uploading video, Blog post etc.
- Willingness to Learn
- Good research skills

Required Experience and Qualifications

Bachelor Degree with sound computer knowledge and excellent communication skills

Benefits

- Provides training
- Fee discount for your child

Applicant Qualifications –

1. Last organization where worked?
2. Why do you want to be a teacher?

Job Settings –

Hires Needed: **2 - 4 hires**

Expected Hiring Date: **1 to 2 weeks**

Language –

English

Additional Job Details –

- Benefits: Paid leaves / Leave encashment
- Duties: Maintain files and records, Scheduling appointments, Vendor Management
- Shift: No
- Selection rounds: Written test, HR Interview, Technical Interview
- Industry: Education & Instruction
- Administrative Duties: Answering and routing phone calls, Managing social media, Greeting visitors, Scheduling
- Financial Duties: Payroll

Application Settings –

Apply method: **Email**

Email: hr@srpublicschool.edu.in

Selected Assessment Types –

Verbal Communication