

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-desk-executive-cbse-school/>

HIRING ORGANIZATION

Thaamarai World School

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 3, 2026

JOB LOCATION

Coimbatore, Tamil Nadu, India

FRONT DESK EXECUTIVE – CBSE SCHOOL

BASE SALARY

INR 20000 - INR 40000

DESCRIPTION

Job Role: Front Desk Executive – CBSE School

Company: Thaamarai World School

School Type: CBSE School

Job Type: Full Time

Work Location: Coimbatore, Tamil Nadu

Salary: ?20,000–?40,000 per month

Education: Bachelor's Degree Required

Joining: Immediate Joiners Preferred

Relocation: Required for candidates from other cities

Accommodation: Provided for the selected candidate

Email: thaamaraiworldschool@gmail.com

Thaamarai World School is hiring a **Front Desk Executive** for its school team in Coimbatore. The role includes front desk management, parent coordination and administrative support.

The candidate should have strong English communication skills and a professional personality. Experience in a CBSE school or similar educational institution is preferred.

Key Responsibilities

- Manage the school reception and front desk.
- Welcome parents students and visitors.
- Handle incoming calls and enquiries.
- Coordinate communication with parents students teachers and staff.
- Maintain visitor records and front-office documents.
- Handle basic administrative tasks.
- Support office coordination.

- Maintain a professional reception area.
- Assist with school events and meetings.
- Support basic social media activities when required.

Requirements

- **Bachelor's degree is mandatory.**
- Excellent spoken and written English.
- Confident and professional communication.
- Pleasant and well-presented personality.
- Good interpersonal skills.
- Strong parent and visitor handling skills.
- Good coordination skills.
- Basic computer knowledge.
- Good knowledge of MS Office.
- Strong organisational skills.
- Social media experience is an advantage.
- School experience is preferred.

Relocation & Accommodation

- Candidates from across India can apply.
- **Relocation to Coimbatore is required.**
- Accommodation will be provided to the selected candidate.
- Immediate joining is preferred.

Salary Details

- **₹20,000–₹40,000 per month.**
- Salary depends on qualification experience and interview performance.

How to Apply

Send your updated **resume or CV** to:

Email: thaamaraiworldschool@gmail.com