# WORK VAPOR

Job Link: https://workvapor.in/jobs/front-desk-receptionist/

# FRONT DESK RECEPTIONIST

## BASE SALARY

**INR 8000 - INR 12000**

## DESCRIPTION

**Job Role:** Front Desk Receptionist

**Company:** wherephotos
**Job Type:** Full-Time
**Work Mode:** On-Site / In Person
**Location:** Trichy, Tamil Nadu
**Salary:** ?8,000 – ?12,000/month
**Education:** Any Degree / Diploma
**Experience:** Freshers Can Apply
**Industry:** Photography / Studio Services

**HR Contact:** wherephotos
**WhatsApp:** +91 8072907090
**Application:** Send your updated resume on WhatsApp

wherephotos is looking for a **Front Desk Receptionist** to handle client interactions and daily front office activities in Trichy. The role includes appointment scheduling, customer enquiries, and coordination with the photography team.

The position is suitable for freshers with good Tamil communication and basic English skills. Basic computer knowledge and a friendly customer-focused approach are required.

**Key Responsibilities**

- Welcome and assist clients.
- Handle **calls, WhatsApp, and social media enquiries**.
- Schedule appointments and maintain bookings.
- Explain studio services and photography packages.
- Prepare quotations and invoices.
- Coordinate with photographers and editors.

## HIRING ORGANIZATION

**wherephotos**

## EMPLOYMENT TYPE

Full-time

## DATE POSTED

*? September 27, 2026*

## JOB LOCATION

Tamil Nadu, India

- Maintain customer records.
- Support daily office administration.
- Manage front desk activities professionally.

**Requirements**

- **Any Degree or Diploma**.
- Good communication skills in **Tamil**.
- Basic English communication skills.
- Basic knowledge of **MS Office, WhatsApp, and Email**.
- Friendly and professional approach.
- Good organizational skills.
- Customer-focused attitude.
- **Freshers can apply.**

**Key Skills**

- Front Desk Management
- Customer Service
- Appointment Scheduling
- Client Communication
- WhatsApp Handling
- Social Media Enquiries
- Quotation & Invoice Preparation
- Office Administration
- Computer Skills

**Benefits**

- Flexible schedule.
- Paid sick time.

**How to Apply**

Send your **updated resume on WhatsApp**:

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