

WORK VAPOR

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

HIRING ORGANIZATION

wherephotos

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 27, 2026

JOB LOCATION

Tamil Nadu, India

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.

- 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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