

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-executive-%e2%82%b930000-%e2%82%b935000-in-hyderabad/>

HIRING ORGANIZATION

Birla Open Minds International School,

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Hyderabad, India

FRONT OFFICE EXECUTIVE – ₹30,000–₹35,000 IN HYDERABAD

BASE SALARY

INR 30000 - INR 35000

DESCRIPTION

Job Role: Front Office Executive

Company: Birla Open Minds International School, L B Nagar

Location: L B Nagar, Hyderabad

Work Mode: In Person

Salary: ₹30,000–₹35,000 per month

Qualification: Graduate in Any Stream

Languages: English, Hindi & Telugu

Experience: School Front Office Experience Preferred

Key Skills: Front Desk, Admissions, MS Office and Communication

Contact Details:

Email: hr.southmf@birlaopenminds.com

WhatsApp: 9014208833

Birla Open Minds International School is hiring a **Front Office Executive** to handle parents, students, visitors and school administration.

Key Responsibilities

- Manage front desk and admission enquiries.
- Handle calls, messages and school emails.
- Support admissions and maintain enquiry records.
- Maintain student entry, exit and visitor records.
- Handle couriers, filing and front office upkeep.
- Coordinate with teachers, transport team and principal office.

Requirements

- Graduate in any stream.
- Excellent English, Hindi and Telugu communication.
- Good MS Office, Excel and email skills.
- Polite, presentable and patient.
- School front office experience is highly preferred.

How to Apply

Send your CV to **hr.southmf@birlaopenminds.com** or WhatsApp **9014208833**.