

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-manager-salon-reception-work-saloncapp-technologies/>

HIRING ORGANIZATION

SalonCapp Technologies Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Kumbakonam, India

DATE POSTED

? March 29, 2026

FRONT OFFICE MANAGER, SALON RECEPTION WORK – SALONCAPP TECHNOLOGIES

BASE SALARY

INR 8000 - INR 15000

DESCRIPTION

Company: SalonCapp Technologies Private Limited

Location: Kumbakonam

Job Type: Full-time

Salary: ?8,000 – ?15,000 per month

Contact: hr@saloncapp.com | 9789753804

About Company

SalonCapp Technologies works with salons and helps manage daily work easily. The company gives a simple work environment where freshers can also learn and grow.

Job Overview

This is a front office role in a salon. You will handle customers, manage bookings, and support daily salon work.

Work & Responsibilities

- Manage front desk and greet customers
- Handle calls, bookings, and appointments
- Do basic billing and record keeping
- Coordinate with stylists and staff
- Ensure smooth daily salon operations
- Provide good customer service

Skills & Requirements

- Good communication skills
- Basic computer knowledge
- Friendly and polite behavior
- Freshers and experienced both can apply

Benefits & Perks

- Salary based on experience
- Learning opportunity for freshers
- Supportive work environment
- Easy and simple work role

How to Apply

Send your resume to hr@saloncapp.com

Or call on 9789753804