WORK VAPOR

Job Link: https://workvapor.in/jobs/id-16484537-front-office-executive-female-job-in-dhanbad-veta-spoken-english-academy/

FRONT OFFICE EXECUTIVE (FEMALE)

HIRING ORGANIZATION

Veta Spoken English Academy

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Dhanbad, NIL, Dhanbad, Jharkhand, India

BASE SALARY

INR 8,000 - INR 10,000

DESCRIPTION

Front Office Executive (Female)

Should have good communication skill.

Should have computer knowledge.

Should be below 35 years.

Job Type: Full-time

Salary: ?8,000.00 – ?10,000.00 per month

Job Types: Full-time, Permanent

Benefits:

- Paid time off

Schedule:

- Day shift
- Morning shift

Supplemental Pay:

- Performance bonus

Education:

- Bachelor’s (Preferred)

Experience:

- ANY JOB: 1 year (Preferred)

Language:

- English (Preferred)

Work Location: In person

Qualifications

- Customer service
- English
- Administrative experience
- Bachelor’s degree
- Organizational skills
- Computer skills
- Typing
- Phone etiquette
- Communication skills
- Office experience