

WORK VAPOR

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

HIRING ORGANIZATION

Veta Spoken English Academy

EMPLOYMENT TYPE

Full-time

BASE SALARY

INR 8,000 - INR 10,000

VALID THROUGH

2026-07-17

FRONT OFFICE EXECUTIVE (FEMALE)

JOB LOCATION

Dhanbad, NIL, Dhanbad, Jharkhand, India

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