

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-administrator-school/>

HIRING ORGANIZATION

Lord Buddha Public School

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Aurangabad, Bihar, India

DATE POSTED

? March 23, 2026

OFFICE ADMINISTRATOR – SCHOOL

BASE SALARY

INR 20000 - INR 30000

DESCRIPTION

Job Title: Office Administrator
Manage daily school work and keep records and operations running smoothly.

Organization: Lord Buddha Public School

Location: Aurangabad, Bihar

Job Type: Full-time, Permanent

Shift: Day Shift

Experience: 2 – 5 Years Preferred

Salary: ?20,000 – ?30,000 per month

Work Mode: On-site

Contact Number: +91 7541985741

About the School

Lord Buddha Public School is focused on providing quality education with proper management and discipline. The school maintains a structured environment for students and staff.

Job Overview

We are hiring an Office Administrator to handle daily school operations, manage records, and coordinate with staff and parents. This role is important for smooth functioning of the school.

Key Responsibilities & Role Details

- Handle daily school admin work and support smooth operations
- Manage student and staff records
- Handle admissions and documentation
- Coordinate with teachers, parents, and management

- Supervise office and support staff
- Prepare reports, notices, and official documents
- Manage fee records and basic accounts coordination
- Organize school events and meetings
- Ensure discipline and follow school rules
- Maintain proper communication

Eligibility & Skills Required

- Graduate (minimum)
- 2–5 years experience in school administration (preferred)
- Good communication (Hindi & English)
- Basic computer knowledge (MS Office, Excel, Email)
- Strong organizational and leadership skills
- Ability to multitask and manage time

Key Qualities

- Responsible and disciplined
- Professional attitude
- Friendly and approachable
- Detail-oriented
- Ability to work under pressure

Perks & Benefits

- Provident Fund (PF)
- Stable job environment
- Growth opportunity in school administration

How to Apply

You can send your CV via WhatsApp.

Contact Details:

WhatsApp: +91 7541985741