WORK VAPOR

Job Link: https://workvapor.in/jobs/receptionist-administrator-school-front-office-position/

RECEPTIONIST / ADMINISTRATOR – SCHOOL FRONT OFFICE POSITION

BASE SALARY

INR 11000 - INR 12000

DESCRIPTION

Job Role: Receptionist / Administrator

Company: Kesri Global School
Job Type: Full-Time
Salary: ?11,000 – ?12,000/month
Location: Shourya Green Society, Surya Enclave, Jalandhar City
Work Mode: On-site
Benefits: Food Provided

HR Contact: Kesri Global School
Contact: 9988961001 / 9815038005
Salary: As per experience and suitability

Kesri Global School is hiring a Receptionist / Administrator to manage the front desk and daily communication. The position involves helping parents, students, visitors, and staff in a polite and professional way.

The candidate will also handle calls, enquiries, WhatsApp messages, appointments, and basic office work. Good communication and computer skills are important for this position.

Job Responsibilities

- Welcome and assist parents, students, visitors, and staff.
- Handle incoming and outgoing phone calls.
- Answer enquiries about admissions, fees, school activities, and general information.
- Maintain visitor records and reception documents.
- Coordinate with teachers and management when required.

HIRING ORGANIZATION

Kesri Global School

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 27, 2026

JOB LOCATION

Shourya Green Society, Punjab, India

- Handle parent communication through WhatsApp, calls, and messages.
- Schedule appointments and meetings.
- Keep the reception area professional and welcoming.
- Assist with basic administrative and office work.
- Support the admission and counselling team when required.
- Maintain confidentiality of school and student information.

Requirements

- Good English and Hindi/Punjabi communication skills.
- Pleasant personality and professional appearance.
- Good computer knowledge.
- Basic knowledge of MS Office, email, and WhatsApp.
- Good communication and interpersonal skills.
- Ability to handle parents and visitors politely.
- Ability to communicate confidently.
- School, reception, or front-office experience is preferred.

Preferred Qualities

- Polite and patient.
- Confident and responsible.
- Well-organised.
- Positive attitude.
- Good communication skills.

How to Apply

- Contact the school directly for the application process.
- Call: 9988961001
- Alternate Contact: 9815038005
- Location: Kesri Global School, Shourya Green Society, backside Nitty Shree Flats, Surya Enclave, Jalandhar City.