

WORK VAPOR

Job Link: <https://workvapor.in/jobs/receptionist-front-office-executive-immigration-office-support/>

HIRING ORGANIZATION

M Global

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Yamunanagar, India

RECEPTIONIST / FRONT OFFICE EXECUTIVE – IMMIGRATION OFFICE SUPPORT

BASE SALARY

INR 12000 - INR 22000

DESCRIPTION

M Global

Location: Yamunanagar

Work Mode: In Person

Salary: ₹12,000 – ₹22,730 per month

Contact: 9671903797

This role is for Receptionist / Administrator. Work is related to front office handling in an immigration company. Candidate will manage visitors, calls, and basic office work.

Role Overview

This job is for front desk and office support. Person will handle daily visitors and basic communication work. Immigration office experience is a plus.

Key Responsibilities

- Handle front desk and visitors
- Attend calls and basic inquiries
- Manage office records and files
- Support daily administrative work
- Coordinate with internal staff

Required Skills

Candidate should have basic office knowledge and communication skill.

- Good communication skill
- Basic computer knowledge (Word, PowerPoint)
- Office handling experience preferred
- Organized and polite behavior
- Ability to manage front office work

Work Nature

This is full-time office job. Work is related to reception and administration tasks in immigration company.

Experience Preference

Experienced candidates will be preferred. Immigration industry experience will be added advantage.

How to Apply

Interested candidates can send resume on given contact number.

Contact: 9671903797