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Vedantu Front Office Staff Jobs – Fast Job – Vedantu Jobs

Hiring organization
Vedantu

Job Location
India
Remote work from: IND

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Date posted
January 22, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 12 - USD 20

Qualifications
Graduate, 12th

Employment Type
Full-time

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Description

Vedantu Front Office Staff Jobs

As a Front Office Staff member at Vedantu, you'll be the first point of contact for our students and their families. You'll play a crucial role in creating a welcoming and supportive environment, fostering positive relationships, and ensuring smooth operations. Your friendly demeanor and professionalism will be instrumental in shaping the Vedantu experience for everyone.

Vedantu Careers

Responsibilities:

- Greet students and families warmly, providing clear and helpful information about Vedantu's services.
- Answer inbound phone calls and emails, addressing queries efficiently and courteously.
- Manage student enrollments, scheduling appointments, and updating databases accurately.
- Assist with administrative tasks, including document processing and maintaining office organization.
- Contribute to a positive and collaborative team environment, supporting colleagues whenever possible.

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Vedantu Jobs For Freshers

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong organizational and time management skills, ensuring efficiency and accuracy in handling multiple tasks.
- Proficient in computer skills, including Microsoft Office Suite and learning management systems (preferred).
- Ability to prioritize and multitask effectively in a fast-paced environment.
- Positive attitude and a genuine passion for education and student success.

Tags:

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