

<https://jobable.govhelp.in/job/whitehat-jr-recruitment-2024-free-job-alert-front-office-staff-post/>

## Whitehat JR Recruitment 2024 – Free Job Alert – Front Office Staff Post

**Hiring organization**  
Whitehat JR

### Job Location

India  
Remote work from: IND

**Date posted**  
January 5, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 11,800 - USD 19,400

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Whitehat JR Recruitment 2024

As a Front Office Staff at Whitehat Jr., you will be the welcoming face of our organization, playing a crucial role in creating a positive and efficient experience for students, parents, and team members. You will handle a variety of administrative tasks and inquiries, ensuring the smooth operation of our front office.

## Whitehat JR Careers

### Responsibilities:

- Greet and welcome visitors, students, and parents with courtesy and professionalism.
- Answer phone calls and emails promptly and efficiently, addressing inquiries and concerns clearly.
- Schedule appointments and meetings for team members.
- Manage student registration and enrollment processes.
- Maintain accurate records and documentation related to front office operations.
- Process payments and handle cash transactions (if applicable).
- Provide logistical support for events and workshops.
- Maintain a clean and organized front office environment.
- Contribute to a positive and collaborative team environment.

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## Whitehat JR Jobs near me

### Skills:

- Minimum 10+2 pass (or equivalent) with good communication and interpersonal skills.
- Experience in a customer service or administrative role is preferred.
- Excellent communication and written skills, with the ability to convey information clearly and concisely.
- Positive attitude, strong work ethic, and a willingness to learn.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Proficiency in basic computer skills and office software (e.g., MS Office Suite) is essential.

**Important Links** Adaptability and flexibility to handle diverse tasks and changing priorities. **Find the Link in [Apply Now](#) Button**

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