

Vikram A. Sarabhai Community Science Centre

Requires

Front Office Executive

Vikram A. Sarabhai Community Science Centre (VASCSC) is a premier institution working in the field of innovative Science and Mathematics Education. Its mandate is to stimulate interest, encourage and expose the principles of Science and scientific methods and also to improve and find innovative methods of Science Education. For more details, visit www.vascsc.org.

VASCSC is looking for a **Front Office Executive**, who is young, enthusiastic, dynamic and having interest in handling front office of an educational institution. The eligibility criteria and job description are as follows:

Min. Qualification: A good Bachelors' Degree preferably with post graduate education in office administration or management. Preference will be given to Science graduates.

Experience: Preferably two years post-qualification full time relevant experience.

Salary: Consolidated starting salary in the range of Rs. 22000 to 26000 per month, depending on qualification and experience.

Job description: Primary responsibility of the **Front Office Executive** is to handle reception and visitors. A pleasing person; should possess excellent communication skills. Should be able to deal with multiple queries and give accurate information. The responsibilities include:

- Keep front desk tidy and presentable, equipped with all necessary information and material
- Greet and welcome the visitors, redirect them to concerned departments
- Answer general queries, address complaints, maintain record of queries/feedback
- Answer all incoming calls and redirect them to the concerned department/person
- Draft and send suitable responses to routine enquiries, emails, correspondence
- Check, sort and forward emails
- Receive letters, packages, etc. and redirect them to the concerned department/person
- Maintain inward and outward records of the postage, courier, parcels, etc.
- Handle admissions, registrations, receive fee, issue receipts and maintain related records
- Management of fees collection and accounting
- Take up other duties as assigned (travel arrangements, bill payments, schedules, etc.)

Skills required:

- Proven experience as front office executive or relevant role
- Excellent written and verbal communication skills
- Strong interpersonal and communication skills
- Comfort with computer applications and internet
- Fluency in English, Gujarati and Hindi
- Skill to efficiently handle EPABX system and multiple phone calls
- Knowledge of database management, public relations desirable

Position is currently based at VASCSC, Ahmedabad. Selected candidate will be offered fixed term appointments, initially for a period of one year; extendable.

- Interested candidates may submit resume along with a covering letter.
- Last date for receiving completed applications: 30 April 2018
- Clearly indicate 'Application for Front Office Executive' if applying through email.
- Only shortlisted candidates will be contacted. No inquiries over phone please.

Please write to: vascsc.jobs@gmail.com

Or post your application to: Vikram A. Sarabhai Community Science Centre, Opp. Gujarat University, Navrangpura, Ahmedabad - 380 009