



Job Title: University Receptionist

About Rishihood University

Rishihood is India's first social-impact university. Our academic areas include creativity, entrepreneurship, education, healthcare, and public leadership. Rishihood's multi-disciplinary style ensures that we nurture a generation of leaders who can bring positive change to the world. The university believes in an 'ecosystem' approach to learning rather than isolated training and research. Therefore, Rishihood actively engages and nurtures an ecosystem for our academic areas as well as for the larger growth of the nation and society. Rishihood is founded by an inspiring group of leaders from business, spiritual, and social domains.

The University Receptionist is responsible for providing excellent customer service to students, staff, faculty, and visitors of the university. This position is the first point of contact for anyone visiting or calling the university and is responsible for creating a positive and professional image of the university.

Key Responsibilities:

- Greet visitors and direct them to the appropriate department or person.
- Answer phone calls and respond to inquiries from students, faculty, staff, and the public.
- Provide information about the university and its programs, events, and services.
- Assist with administrative tasks, such as scheduling appointments, managing calendars, and maintaining files of the operations department.
- Receive and distribute mail, packages, and deliveries.
- Monitor and maintain office supplies and equipment.
- Perform other duties as assigned by the supervisor.

Qualifications:

- Minimum bachelorette graduate with a relevant degree.
- Previous experience as a receptionist or in a customer service role
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Proficient in Microsoft Office and basic computer skills
- Ability to work independently and as part of a team.
- Positive attitude and professional appearance
- Ability to handle confidential information with discretion.

Working Conditions: This is a full-time position that requires the receptionist to work during regular business hours, Monday to Saturday. Some occasional evenings or weekends may be required for special events or meetings. The receptionist will work in an office setting and may need to stand or sit for extended periods of time.

Interest can fill out the form:

shorturl.at/emHIT

If you have any additional questions or need further information about this job description, please feel free to contact us.