



# Recruitment for Front Desk Executive

## No. of Vacancies: 01

Cosmo School Cosmo School, always looking for a dynamic, dedicated and professional Front Desk Executive to join our team to provide best qualitative service to potential Clients. If you are a motivated, friendly, and well-organized individual who thrives in a customer-facing role, this could be the perfect opportunity for you! No prior experience needed, freshers are encouraged to apply!

## About Job:

The Front Desk Officer plays a pivotal role in maintaining the smooth operation of the designated offline center by managing reception duties, maintaining teacher entry and exit records, and providing excellent customer service to potential Clients.

## Educational Qualifications:

- Bachelor degree in any discipline, from any UGC approved university in Bangladesh.
- Master's degree in any discipline from any UGC approved university in Bangladesh.

## Skills & Experiences:

- Excellent communication and interpersonal skills, with the ability to interact professionally with a diverse range of individuals.
- Must Be fluent in English Communication
- Strong organizational and multitasking abilities, with attention to detail.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook) and basic computer skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Customer-focused mindset with a commitment to delivering exceptional service.
- Applicants must be smart, energetic, and presentable.
- At least 1 year of experience in a front desk or customer service role is preferred.
- Pleasant and professional attitude and appearance.
- Ability to work in a fast-paced environment and handle sensitive information discreetly.
- Punctual and reliable.

## Responsibilities & Context

- Welcome and greet clients, visitors, and guests in a professional manner
- Maintaining accurate records of front desk operations.
- Provide directions, answer questions, and notify staff when visitors arrive.
- Administrating check-in and check-outs.
- Maintain effective communication with all departments.

- Draft letters and documents as instructed by management.
- Ensure the front office area is well-maintained, organized, and presentable.
- Receive and distribute letters, messages, and documents to the appropriate departments while keeping records.
- Answer and handle all incoming and outgoing calls in a professional manner, transferring calls as needed.
- Circulate information or instructions efficiently when required.
- Maintain records of received documents and other related documentation.
- Assist with administrative tasks, including filing, data entry, and record-keeping
- Maintain confidentiality when handling sensitive information.
- Undertake any other tasks assigned by management.

### **Compensation & Other Benefits**

- Salary Review: Yearly (after one year of service)
- Festival Bonus
- Provident Fund
- Holidays as per Government policy

**Salary:** 12000 – 15000 BDT.

### **Workplace:**

- Work at office

### **Employment Status**

- Full Time

**Job Location:** Mirpur, Dhaka.



**Cosmo  
School**