



JOB VACANCY

URGENTLY REQUIRED

Front Office Executive

Shoolini University is seeking a young and dynamic for a dedicated Receptionist to handle client-facing duties as well as general office management tasks. When our clients walk into our office, we want them to find a friendly, smiling face and a helping hand. The ideal candidate has excellent communication and multitasking skills, a positive attitude and a strong work ethic. Candidate should have 2 or more years of relevant experience.

Shoolini is India's leading research centric private university with a vision to be a top 200 global university. We pride in our deep commitment towards quality education, research and innovation. Shoolini is an equal opportunity employer with a high growth, professional and dynamic working environment.

Interested candidates should send their CV at hr@shooliniuniversity.com within 7 days of Publication of this advertisement.

Registrar, Shoolini University ,Post Box 9, Head Post Office, The Mall Solan (H.P) www.shooliniuniversity.com