



# Babui International School

## Job Title: Receptionist

**Introduction:** Babui International School is the only **International Baccalaureate (IB)** School in **Old Dhaka-Narayangonj-Demra (DND)**. We are committed to promoting sustainability and delivering high-quality education to Bangladesh's students. We prioritize creating a supportive learning environment and currently looking for enthusiastic individuals to join our team and help nurture students' educational growth.

**Job Description:** Babui International School is seeking a friendly and organized Receptionist to join our team. As the first point of contact for visitors, parents, and students, the Receptionist plays a crucial role in creating a positive and welcoming environment for our school community. The ideal candidate will have excellent communication skills, be detail-oriented, and have a passion for providing exceptional customer service.

### Key Responsibilities:

- Greet visitors, parents, and students with a warm and welcoming demeanor.
- Answer and direct phone calls to the appropriate staff members.
- Manage the school's front desk, ensuring it remains tidy and organized.
- Provide information and assistance to visitors, parents, and students.
- Maintain and update school records as necessary.
- Assist with administrative tasks as assigned by school management.
- Handle incoming and outgoing mail and packages.
- Monitor and manage the school's email and communication systems.

### Qualifications:

- Bachelor's degree or equivalent.
- Previous experience as a receptionist or customer service officer is preferred.
- Exceptional interpersonal and communication skills in both Bangla and English.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational and multitasking abilities.
- Ability to maintain confidentiality and professionalism.
- Friendly and approachable personality.

### Compensation & Other Benefits:

- Performance bonus and Profit share as per the institute policy.
- Salary Review: Yearly
- Festival Bonus: 2
- Contributory Provident Fund.

### How to Apply:

Interested candidates should submit their resume and a cover letter detailing their relevant qualifications and experiences to [hr@babuischool.org](mailto:hr@babuischool.org) with the subject line "Receptionist- [Your Name]." The deadline for applications is **30th October 2023**.

Babui International School is an equal-opportunity employer and welcomes candidates from all backgrounds to apply.