



Alliance Française De Delhi
Position – Front Desk Officer

ABOUT:

Alliance Française de Delhi is a leading cultural and educational institution dedicated to promoting French language and culture in India. We are seeking a dynamic and skilled Front Desk Officer to lead our front desk and ensure the seamless running of our facilities.

KEY RESPONSIBILITIES:

The responsibilities include:

- To answer and transfer incoming telephone calls as well as to call parties on request of the Director or other staff members who are not in a position to do so themselves.
- To meet and inform the public about the different activities of AFD (essentially educational and cultural, but not exclusively).
- To admit students to language courses (computerized management, failing which manually).
- To work on various administrative documents (letters, tables, reports, circulars, etc.).
- To assume the responsibility of the reception and dispatch all incoming and outgoing mail (maintenance of computerized records and/or manual records is indispensable, records to be shown to the director end of each week for verification).
- To share, whenever required, any occasional work with your administrative colleagues.
- To share, whenever required any occasional work with the Academic Section.
- When one reception staff has a day off or on leave, the other person who is present should take over the task. The management should approve any change in working hours.

KEY QUALIFICATIONS:

- Degree in Hospitality, Administration or related field with minimum of 2 years of experience preferred.
- Experience in answering calls, queries of visitors and students.
- Full ability to meet reporting obligations, communicate well as part of a team and adopt a transparent, coordinated approach to tasks and projects.
- Orientation to detail.
- Must possess strong interpersonal skills.
- Good to have experience working as a front desk.
- Must be fluent in English and knowledge of French at least B2 level.

HOW TO APPLY:

If interested, kindly send your CV + Cover Letter at career@afdelhi.org **latest by 27th July 2025.**

Specify subject of the message as **Application for “Front Desk Officer”**

For any queries contact: hr_coordinator@afdelhi.org

Important Dates:

- **Salary and Benefits:** Rs. 25,000/- Gross Per Month (non-negotiable)
- **Start Date:** Immediately (preferred)