



Alliance Française De Delhi

Position – Course Counsellor / Front Desk Officer

ABOUT:

Alliance Française de Delhi is a leading cultural and educational institution dedicated to promoting the 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).
- You will be required to provide substitute support to the **Translation Cell** and assist with administrative translation work as needed, especially during holidays or peak workload periods.
- 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 of all incoming and outgoing mail (maintenance of computerized records and/or manual records is indispensable; records to be shown to the director at the 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 member has a day off or is 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 a minimum of 2 years of experience.
- 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 at the front desk.
- Must be fluent in English and have knowledge of French at least B2 level.

HOW TO APPLY:

If interested, kindly send your CV + Cover Letter to career@afdelhi.org **by 26 January 2026.**

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

For any queries, contact: hr_coordinator@afdelhi.org

Important Dates:

- **Salary and Benefits:** 30,000 Gross per month
- **Start Date:** As soon as possible (preferred)
- 5 working days from Monday to Saturday from 8:30 am to 5:00 pm (with 1 rotational off)
- **Number of Vacancies:** 2

Please note that we will only be contacting shortlisted candidates for this position. If you do not receive any further communication from us, please consider that your application was not selected for this position.