



Alliance Française De Delhi
Position – Front Desk Officer

ABOUT:

Alliance Française de Delhi (AFD) is one of India's leading cultural and educational institutions dedicated to promoting the French language and Francophone culture. With a vibrant multicultural environment, AFD offers an exciting opportunity for motivated professionals who are passionate about communication, hospitality, and administration.

*We are currently seeking a dynamic, organised, and service-oriented **Front Desk Officer** to be the face of our institution and ensure a smooth and welcoming experience for our students, visitors, and partners.*

KEY RESPONSIBILITIES:

As a Front Desk Officer, you will play a central role in the daily operations of the institution. Your responsibilities will 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 & SKILLS:

We are looking for candidates who possess:

- A degree in Hospitality, Administration, Management, or a related field.

- Prior experience in front desk operations, reception, customer service, or administrative support.
- Strong communication and interpersonal skills with the ability to interact professionally with students, visitors, and colleagues.
- Excellent organizational and multitasking abilities with keen attention to detail.
- The ability to work efficiently in a fast-paced and multicultural environment.
- A proactive attitude, adaptability, and willingness to learn.
- Fluency in English is mandatory.
- Knowledge of French at a minimum B2 level is required.

Why Join Alliance Française de Delhi ?

- Work in an internationally recognized cultural institution.
- Be part of a diverse and collaborative work environment.
- Gain exposure to educational and cultural events at an international level.
- Opportunity to grow professionally in a dynamic administrative role.

HOW TO APPLY:

If interested, kindly send your CV + Cover Letter at career@afdelhi.org **latest by 24th May 2026.**

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

For any queries contact: hr_coordinator@afdelhi.org

Important Dates:

- **Salary and Benefits:** Rs. 30,000/- Gross Per Month (non-negotiable)
- **Start Date:** Immediately (preferred)