

**IIIT-B Invites Applications For The Post Of Front Desk Associate/ Receptionist  
(Last Date For Receipt Of Application Is May 17, 2026)**

Designation	Front Desk Associate / Receptionist
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Act as an admission ambassador and carry out marketing activities over phone / email / social media handle for admissions</li> <li>• Handle all admission related calls and emails</li> <li>• Support in end to end activities of admissions in the various programmes of the Institute</li> <li>• Receive and direct all incoming and outgoing phone calls</li> <li>• Greet visitors / parents and help them with necessary information/ guidance and guiding them to appropriate persons</li> <li>• Maintain calendars and appointments</li> <li>• Handle all incoming mails</li> <li>• Maintain telephone directory of all Faculty, staff and students and updating telephone numbers and intercom numbers</li> <li>• Handle physical letters and posts</li> </ul>
<b>Qualifications, Experience and Skills needed</b>	<ul style="list-style-type: none"> <li>• Graduate (B.Sc/B.Com/BBA/BA)</li> <li>• Computer Savvy with basic knowledge of MS Word, Excel and Power point</li> <li>• Age not older than 28 years</li> <li>• Good communication skills</li> <li>• Minimum 2 years of experience in the stated area is highly preferred</li> <li>• Attitudinally well disposed to interact with students and parents</li> <li>• Multi lingual</li> </ul>
<b>Pay and Allowances</b>	As per norms of the institute
<b>Last date for applications</b>	<p>Interested candidates are requested to fill in the form below along with resume latest by May 17, 2026</p> <p><a href="https://forms.gle/8Hjfh6SKarS8re9c9">https://forms.gle/8Hjfh6SKarS8re9c9</a></p> <p>Kindly contact HR – <a href="mailto:hr@iiitb.ac.in">hr@iiitb.ac.in</a> in case you face an issue in filling the form</p>

