



Amrita International Vidyalayam, Bengaluru

We're Hiring!

Front Office Executive

- Welcome and assist parents, visitors, and guests in a courteous and professional manner.
- Handle incoming calls, emails, and correspondence efficiently.
- Maintain visitor records and ensure proper reception management.
- Coordinate with various departments for smooth day-to-day operations.
- Maintain and update student data in the SATS portal.
- Generate and download SATS Transfer Certificates (TC), SATS numbers, and related reports.
- Coordinate with the CRP/BEO office regarding SATS-related issues and corrections.
- Ensure timely submission and accuracy of student information as per government guidelines.
- Maintain and update school data in the UDISE+ portal.
- Upload and verify student, teacher, and infrastructure information.
- Generate UDISE reports and ensure compliance with government requirements.
- Coordinate with school authorities and government departments for UDISE data submission.
- Ensure timely completion of annual UDISE data collection and validation.

Required Skills

- Proficiency in MS Office (Word, Excel, PowerPoint).
- Knowledge of SATS and UDISE portals.
- Good communication and interpersonal skills.
- Strong organizational and documentation skills.
- Ability to handle multiple tasks and maintain confidentiality.
- Basic knowledge of school administration procedures.

Qualification

- Graduate in any discipline.
- 1–3 years of experience in school administration/front office operations preferred.
- Experience in SATS and UDISE data management will be an added advantage.



Send your CV to: careers@aivb.amritavidyalayam.edu.in

or apply from Website <https://www.amritainternational.com/careers>

Contact: **96060 24809**