

# Your Excellence Begins Here

## ONLINE RECEPTIONIST HIRING

Position	Online Receptionist
Work Mode	100% Online / Remote
Job Type	Part-time
Salary Type	Commission Based Only
Commission	■10 per student per month (as long as the student remains active)

### Responsibilities

- Handle students and parents online
- Manage calls and WhatsApp inquiries
- Maintain online registration records
- Assist in the online admission process
- Coordinate daily tasks via WhatsApp / phone

### Requirements

- Minimum qualification: 10th / 12th / Graduate
- Good communication skills
- Smartphone with stable internet
- Basic digital/mobile handling
- Polite, disciplined & responsible personality

### Perks & Benefits

- SIM recharge provided by CREDO STUDY
- Flexible timing – only 3 hours per day
- Candidate may choose any 3 hours
- Work-from-home comfort
- Training will be provided
- 2 Domestic Tours sponsored by CREDO STUDY (per year)
- Performance-based earning growth

## **Commission Examples**

- 50 active students → ■500/month
- 120 active students → ■1200/month
- More active students = higher monthly income

## **Contact**

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