

**A REPUTED
COMPANY**

Front Desk Executive

- **Vacancy for:** 4
- **Posted on:** Nov. 23, 2017
- **Deadline:** Feb. 24, 2018, 6:30 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry > Front Desk
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu, Central Development Region, Nepal
Offered Salary : NRs. 15,000.00 - 22,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Excellent communication Skills (both Nepali and English too)
 - Must have pleasant personality with good presentation
 - Must be able to work in a Team
 - Must have good computer skills
 - Must be very keen to learn New things
 - Must be able to work under pressure
 - Bachelor degree in management field most preferred
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Job Description

- Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail
 - Responsible for handling all the incoming and outgoing calls
 - Handle the visitors
 - Handle complaints and any other grievances
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Applying Procedure

Apply Link : <https://merojob.com/content-writer-111/>

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