



## Front Desk Counselor

- **Vacancy for:** 2
- **Posted on:** Dec. 4, 2018
- **Deadline:** Dec. 14, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : NRs. 20,000.00 Monthly

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : Not Required

### Other Specification

- Must have completed Intermediate level or higher
  - Minimum one year experience in related field
  - Good computer knowledge with fluency in English
  - Excellent writing and communication skills both in English & Nepali
  - Polite, smart and pleasing personality having an ability to work as a team
  - Positive attitude and high level of commitments toward duties
  - Administrative and clerical skills are a must
  - Experienced in Call center Preferred
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### Job Description

- Receive calls & forward to concerned Department
- Act as a host to visitors at the office and route them to concerned departments as require
- Assist in Administration and clerical work
- Performing a variety of other office tasks, such as faxing or emailing

**Salary and Benefits:** Minimum Rs. 20,000.00 plus incentives and other benefits

### Applying Procedure:

Interested clients are welcome to send their updated CV & Photograph with covering letter to [admin@educationasiaglobal.com](mailto:admin@educationasiaglobal.com)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-counselor-2/>

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