



Front Desk Cum Admin Officer

- **Vacancy for:** 1
- **Posted on:** Nov. 5, 2018
- **Deadline:** Nov. 18, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Less than or equal to 2 years

Other Specification

- Minimum +2 pass with good worldly Knowledge. Bachelor Graduate preferred
 - Must have excellent communication skills
 - Excellent command in English and Nepali (Speaking, Reading, Writing)
 - Microsoft Application Skills (Word, Excel, PPT, Internet)
 - Highly skilled in customer services
 - Should have passion for the job
 - Smart and pleasing personality with eagerness to learn
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Job Description

- Answer and route all incoming calls in a timely and courteous manner, and provide information to caller inquiries
 - Greet visitors warmly and make them feel comfortable
 - Maintain accurate records of all walk-in customers and clients
 - Supervise and monitor neatness & hygiene and maintain showroom ambiance
 - Assist administration on daily routine works.
 - Playing a good role on maintaining staff attendance
 - Monitor Inventory Control of stocks and other assets of Showroom
 - Overall front office management with elegance and efficiency
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-cum-admin-officer-3/>

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