



## Front Desk Executive “ Receptionist

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 21, 2016, midnight

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

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

### Other Specification

- Good telephonic manner
  - Must have good communication in English and native languages
  - Computer literate, handle office equipments
  - Must have general computer skills, Ms word, Ms excel
  - Fluency in English is must
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### Job Description

- Responsible for handling all the incoming and outgoing calls.
- Support in day to day administration of the Office.
- Making follow up calls and maintaining database.
- Answer, screen and forward any incoming phone calls while providing basic information when needed

### TO APPLY:

Interested candidates who meets these criteria are requested to drop their application along with their CVs by **20th August 2016** to: **6th Floor, Block A, Four Square Complex, Naryanchaur, Naxal** OR Email at [career@nbsm.com.np](mailto:career@nbsm.com.np)

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### Applying Procedure

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