



## Front Desk Executive “ Receptionist

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** May 4, 2017, 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

- Some Experience is desirable though fresher may apply.
  - Must be able to communicate efficiently in English and Nepali.
  - Candidate should have good presentation and communication Skills.
  - Should have complete knowledge of Microsoft Office Package.
  - Should have pleasing personality and a positive attitude.
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### Job Description

- Should be able to deal with clients professionally on all inquiry related matters.
- Should be well vested with telephone and email etiquettes in a professional environment.
- Maintain office documents in proper filing system.
- Other Duties as assigned.

### TO APPLY,

Please send your updated CV at **Email:** [career@nbsm.com.np](mailto:career@nbsm.com.np)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-executive-a-receptionist/>

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