



## Front Desk (Female)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** March 13, 2017, midnight

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : mid  
Job Location : Lalitpur  
Offered Salary : None

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### Job Specification

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

### Other Specification

- Minimum 2 years of experience in related field
  - Good understanding of working in a business office environment.
  - Good communication and hospitality skill.
  - Positive and proactive attitude to work initiative to a professional standard.
  - A pleasant personality with a good sense of hygiene.
  - Nepali typing (Preferably).
  - Knowledge of computer (Microsoft office package).
  - Good interpersonal skill and communication skill in English and Nepali is needed. Knowledge of any foreign language is preferable.
  - Valid driving license (2 wheelers)
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### Job Description

- To provide general administrative support to the International Business Network (IBN)

### Key Accountabilities:

1. Provide essential administrative support to the IBN internal and external team members.
  2. Maintain, continually improve and update systems including manual and computer records.
  3. Create and maintain an accessible collection of documents.
  4. Administer meetings and training programs, carried out by different division.
  5. Take accurate minutes of meetings and distribute, in an agreed format and in agreed timescales.
  6. Manage all documents, including web pages, to ensure they are up-to-date.
  7. Undertake telephone duties and have direct contact with guests and visitors to support front line service.
  8. Provide administrative support including:
    - Scanning documents and original case files.
    - Using appropriate computer systems to manage areas of work and projects.
    - Make appointments and book rooms to facilitate national and international clients.
    - Undertake any other duties commensurate with the level and grade of the post as may be requested from time to time.
    - Bachelor's degree in management or humanities.
    - Good interpersonal skill and communication skill in English and Nepali is needed. Knowledge of any other foreign language is preferable.
    - Knowledge of Nepali typing (Preferably).
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## Applying Procedure

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

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