



Front Desk Incharge cum Office Secretary

- **Vacancy for:** 1
- **Posted on:** Sept. 6, 2018
- **Deadline:** Sept. 19, 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	: Lokanthali, Bhaktapur
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Must have completed Bachelors degree
 - Proven work experience as a Front desk manager or Reception manager
 - Hands on experience with office machines (e.g. fax machines and printers)
 - Thorough knowledge of customer service, office management and basic bookkeeping procedures
 - Proficiency in English (oral and written)
 - Solid knowledge of MS Office, particularly Excel and Word
 - Excellent communication and people skills
 - Good organizational and multitasking abilities
 - Problem-solving skills
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Job Description

- Ensure front desk is tidy and has all necessary stationery and material (e.g. pens, forms and informative leaflets)
- Train, supervise and support office staff, including receptionists
- Schedule shifts
- Ensure timely and accurate customer service
- Handle complaints and specific customers requests
- Troubleshoot emergencies
- Monitor stock and order office supplies
- Ensure proper mail distribution
- Prepare and monitor office budget
- Keep updated records of office expenses and costs
- Ensure the company's policies and security requirements are met

Applying Procedure:

Please send a Hand-Written Application (Cover Letter), Current Curriculum Vitae with detailed three professional references to Bhaktapur NIST School, Lokanthali or you may email at, bktnist@gmail.com . Applications will be accepted until the position is filled.

All applications will be treated confidentially. Applicants selected for an interview will be contacted individually by the appropriate supervisor.

OR,

Applying Procedure

Apply Link : <https://merojob.com/front-desk-incharge-cum-office-secretary/>

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