



## Front Desk Manager

- **Vacancy for:** 1
- **Posted on:** Nov. 10, 2017
- **Deadline:** Nov. 21, 2017, 11:55 p.m.

### Basic Job Information

Job Category	: Secretarial / Front Office / Data Entry
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Lazimpat, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 15,000 - 25,000 Monthly

### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Less than 1 year

### Other Specification

- Up to 1 year of experience in the field of Front Desk Management / Counseling / CRM / PR with a bachelor's degree
- Must be confident with excellent presentation skill

### Job Description

- Handle customers' telephone inquiries and office visits
- Handle cash receipt and payment
- Supervise the conduct of subordinates and superiors, as necessary
- Manage the day-to-day affairs of the company

### Applying Procedure

Apply Link : <https://merojob.com/front-desk-manager-3/>

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