



Front Desk Officer

- **Vacancy for:** 4
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 12, 2014, midnight

Basic Job Information

Job Category : Sales / Public Relations
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Should have excellent command on English
 - Must be good in communication skills
 - Should bear excellent personality, good attitude towards colleagues and work mates
 - Must be obedient, smart and excellent in learning new things
 - Having knowledge in Cargo Documentation and or Knowledge in Airlines business will be given added priority
-

Job Description

- Front Desk Handling
- Client Relations
- Office Administration Assistance
- Documentation

TO APPLY,

Please send us your updated Resume, a Cover Letter, and a Recent Photograph at hr@sirisexpress.com

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-104/>

Generated By

