



## Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** Aug. 10, 2017
- **Deadline:** Aug. 24, 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 : Mid-Baneshwor, Kathmandu  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- Should have Intermediate completed/ Bachelors running
  - Should have pleasing personality and look smart
  - Should be interested in learning new terms in Medical Science and its technologies
  - Should learn quickly and implement it accordingly when required
  - Should be leader in its department and work independently
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### Job Description

- Keeping front desk tidy and presentable with all necessary material
  - Greeting and welcoming guests
  - Answering questions and addressing complaints
  - Others duties as assigned and required
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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-285/>

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