



Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** June 28, 2017, midnight

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : entry
Job Location : Dillibazar, Kathmandu
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

- Should have a strong pleasing personality
 - Should have a very good english communication skills
 - Should have basic knowledge of related field
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Job Description

- Handle telephone inquiries
 - Keep record of all the inquiries
 - Keep record of the messages and pass the message to the related department
 - Keep attendance of the staffs and teachers
 - Keep record of all the registered letters issued from the college or to the college
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Applying Procedure

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

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