



Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** Dec. 4, 2017
- **Deadline:** Dec. 14, 2017, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : NRs. 7,000.00 - 15,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Fluency in both written and spoken in English is a must
 - Must e computer savvy with demonstrated ability to use email and
 - Microsoft Office applications
 - Highly developed, demonstrated teamwork skills
 - Strong interpersonal and presentation skills
 - Outgoing & smart personality
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Job Description

- Deal with queries from the public and customer
 - Answer telephone, screen and direct calls
 - Take and relay message
 - Provide information to caller
 - Greet persons entering organization
 - Keep account details and students visit record systematically
 - Ensure implementation of marketing programs within agrees timelines
 - Researching and evaluating new product opportunity in the market place
 - Identify demand for potential products, customer needs and insights
 - Other duties as assigned
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-320/>

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