



## Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** Feb. 18, 2018
- **Deadline:** March 1, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry > Front Desk  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- Excellent communication Skills ( both Nepali and English too)
  - Must have pleasant personality with good presentation
  - Must be able to work in a Team
  - Must have good computer skills
  - Must be very keen to learn New things
  - Must be able to work under pressure
  - 2 years of experience in customer service
  - Bachelor degree in management field most preferred
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### Job Description

- Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail
  - Responsible for handling all the incoming and outgoing calls
  - Handle the visitors
  - Handle complaints and any other grievances
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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-355/>

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