



Front Desk Officer

- **Vacancy for:** 8
- **Posted on:** April 8, 2018
- **Deadline:** April 18, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Teaching / Education
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Pokhara, Chitwan
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 1 year
Professional Skill Required	: Communication

Other Specification

- Candidates must be able to work under pressure and possess a pleasing personality in addition to good communication skills
 - Preferably 1 or more years experience
 - Experience in related field is an added advantage
 - Good interpersonal skills and communication
 - Fluency in both written and spoken English
 - Pleasant personality and positive attitude
 - Good Telephonic conversation manner
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Job Description

- Adaptability to coping with students & their needs
- To ensure that guests receive high quality of services
- To welcome guests
- Good working relationship skills with all departments
- Prepare reports & use our database software

TO APPLY:

Write a brief cover letter and attach your CV and email to hrm@niec.edu.np You can also drop your cover letter and CV at the front desk of NIEC's head office at Share market Complex, Putalisadak.

OR,

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-377/>

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