



Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** May 23, 2018
- **Deadline:** June 2, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Entry Level
Employment Type : Full Time
Job Location : Kathmandu, Pokhara and Chitwan
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Min. 10+2 passed (Bachelor degree holder preferred)
 - Day to Day duty of front desk
 - Proficient in handling Microsoft Office Package and internet
 - Soft-spoken & Good Communication Skills
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Job Description

- Professionally represent organization within/outside the organization and provide necessary information to internal and external customers and incoming telephone calls
- Responsible to manage the reception area
- Deal with inquiries in a professional and courteous manner in telephone
- Centrally handle telephone calls and transfer to the concerned authority
- Perform other task assigned by the concerned authority

Applying Procedure:

Interested candidates are requested to send their resume to enquiry.np@aecglobal.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-401/>

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