



Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** May 29, 2018
- **Deadline:** June 10, 2018, 11:59 p.m.

Basic Job Information

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| Job Category | : Secretarial / Front Office / Data Entry |
| Job Level | : Entry Level |
| Employment Type | : Full Time |
| Job Location | : 5th Floor, Omkar Building, New Baneshwor, Kathmandu, Nepal |
| Offered Salary | : Negotiable |

Job Specification

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

Other Specification

- Minimum 10+2 passed (Bachelor degree holder preferred)
 - Proficient in handling Computer (Microsoft Office Package, internet and email)
 - Good Communication Skills
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Job Description

- Professionally represent the company, thoroughly inform the services offered to clients/students (walk-ins and incoming telephone calls)
 - Responsible to manage clients enquiries and the reception area
 - Deal with inquiries in a professional and courteous manner in telephone and face to face
 - Centrally handle telephone calls and transfer calls to the concerned authority
 - Perform other necessary task assigned by the line manager
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-404/>

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