



Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** June 18, 2018
- **Deadline:** June 25, 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
Offered Salary : NRs. 10,000.00 - 15,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Excellent verbal and written English communication
 - Outgoing personality
 - Proficient in MS Office (Word/ Excel/ Powerpoint)
 - In depth knowledge of office management as well as technical vocabulary of relevant industry
 - Excellent organizational and time-management skills
 - Outstanding communication and negotiation abilities
 - Integrity and confidentiality
 - Having experience in similar field
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Job Description

- Keeping front desk tidy and presentable with all necessary material
 - Greeting and welcoming guests
 - Answering questions and addressing complaints
 - Dealing with customers, when they come to the desk
 - Prepare correspondence and stuff mail into envelopes
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-423/>

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