



## Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** July 18, 2018
- **Deadline:** July 23, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : NRs. 15,000.00 - 25,000.00 Monthly

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### Other Specification

- Must have completed Bachelors Degree
  - Must have proven experience as front desk representative or relevant position
  - Familiarity with office machines (e.g. fax, printer etc.)
  - Proficient in English (oral and written)
  - Must have good knowledge of computer
  - Strong communication and people skills
  - Good organizational and multi-tasking abilities
  - Customer service orientation
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### Job Description

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Take up other duties as assigned (travel arrangements, schedules etc.)

### Applying Procedure:

Interested candidates are requested to send CV at [info@opalconsulting.com.au](mailto:info@opalconsulting.com.au)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-434/>

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