

Front Desk Officer



- **Vacancy for:** 1
- **Posted on:** Aug. 9, 2018
- **Deadline:** Aug. 20, 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 : Negotiable

Job Specification

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

Other Specification

- Must have completed Intermediate or Bachelor running
 - Excellent, Confident and energetic with strong communication skills
 - Confident in preparing business proposals
 - Should be able to do telephone conversation
 - Fluency in spoken and written English and Nepali
 - Must have general computer skills, Ms word, Ms excel and email methodologies
 - Should have pleasing personality and with a positive attitude
 - Should be proactive, a fast learner with ability to switch roles when situation demands
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Job Description

- Handle telephone calls and transfer to the concerned authority
- Responsible for customer dealing
- Prepare day to day report
- Prepare official letters
- Coordinate between International Clients and Customers
- Perform other task assigned by concerned authority

Note:

Freshers are encourage to apply
Office Time: 9:30 AM to 5:30 PM

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-442/>

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