



Front Desk Officer (Female)

- **Vacancy for:** 1
- **Posted on:** Sept. 11, 2018
- **Deadline:** Sept. 22, 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, Central Development Region, Nepal
Offered Salary	: NRs. 12,000.00 - 20,000.00 Monthly

Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: Not Required
Professional Skill Required	: Honest, Responsible, Good Knowledge Of Computers, Communication

Other Specification

- Proven experience as front desk representative, agent or relevant position
 - Familiarity with office machines (e.g. fax, printer etc.)
 - Knowledge of office management and basic bookkeeping
 - Proficient in English (oral and written)
 - Excellent knowledge of MS Office (especially Excel and Word)
 - Strong communication and people skills
 - Good organizational and multi-tasking abilities
 - Problem-solving skills
 - Customer service orientation
 - High School diploma; additional qualifications will be a plus
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Job Description

- To facilitate communication between administrators, teachers, and students' families
 - Answer all incoming calls and redirect them or keep messages
 - Monitor office supplies and place orders when necessary
 - Keep updated records and files
 - Monitor office expenses and costs
 - Communicate with clients, children, staff and the general public on a daily basis regarding program information, registration, billing, etc.
 - Greet and welcome guests
 - To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained
 - Assisting with various administrative tasks and duties, utilizing word, excel, outlook email and the school database updated. (training will be provided)
 - Take up other duties as assigned
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-454/>

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