



## Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 22, 2018
- **Deadline:** Nov. 22, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : Entry Level  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### Other Specification

- Smart & Charming personality
  - Positive work attitude
  - Fluent in English & Nepali Language ( Both written & Spoken)
  - Basic Computer Knowledge
  - Pro-Active & Multitasking
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### Job Description

- Attend to general phones & walk - in - clients / guest enquiries
  - To fix appointments and meeting and communicate to the concerned person about the time and place of the meetings
  - To maintain official files / documents/ phone directory in a proper manner
  - To handle FAX and other correspondence
  - Welcoming customers by greeting, answering questions, responding to requests
  - Purchase of goods items for housekeeping, kitchen & Non Capital Items of office
  - Recording of incoming & outgoing guest, phone calls, letters, documents & goods
  - Supervise House Keeping and maintain its records
  - Monitor Inventory Control of the office ( Inventories related to office stationery , kitchen supplies)
  - Supervise and monitor neatness and hygiene of all the support staff of the office
  - Should be able to handle PR works
  - Assist Executive Secretary in day to day activities
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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-469/>

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