



## Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 28, 2018
- **Deadline:** Nov. 28, 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 : Maharajgunj, Kathmandu, Nepal  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- Minimum +2 pass with good worldly Knowledge. Bachelor Graduate preferred
  - Should have passion for the job
  - Smart and pleasing personality with eagerness to learn
  - Good command in English, written and spoken
  - Creative and appreciative behavior
  - Must have computer knowledge (MS Word, Excel, Email, Internet, Typing, Printing, Scanning)
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### Job Description

- Greet Customers as a hostess
- Make and receive calls and forward to the concerned departments
- Maintain records of visitors and clients and follow up in regular pace
- Assist administration on daily routine works
- Talk to clients politely and make them feel comfortable
- Make weekly reports and update on education software

### Applying Procedure

Interested candidates are requested to send their updated resume at [info@asian.edu.np](mailto:info@asian.edu.np) or you can also drop at our Office Front Desk at Bansbari, Maharajgunj opposite to Australian Embassy.

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-473/>

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