



Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** Nov. 16, 2018
- **Deadline:** Nov. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry > Front Desk, Reception
Job Level : Mid Level
Employment Type : Full Time
Job Location : New Baneshwor Bus Stop, Kathmandu, Central Development Region, Nepal
Offered Salary : NRs. 15,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

Skills & Experience:

- Proven experience as a Receptionist, within a corporate environment, is a must
 - Professional and friendly phone manner
 - Ability to work in a busy, fast-paced environment
 - Excellent written and verbal communication skills
 - Experience with all Microsoft Office Suites is a must
 - Ability to manage multiple tasks at once
 - Ability to use initiative and work autonomously on tasks
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Job Description

We are looking for a pleasant Receptionist to undertake all receptionist and clerical duties at the desk of our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make. The ideal candidate will have a friendly and easy going personality while also being very perceptive and disciplined. You should be able to deal with complaints and give accurate information. A customer-oriented approach is essential.

- Dealing with customers, including handling complaints when they come to the desk
- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Direct visitors to the appropriate person and office
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries

Responsibilities:

As the face of the organisation, you will liaise with all internal and external stakeholders, assisting with general enquiries and providing quality assistance to the team as required. Your main responsibilities will include:

- Answering a busy switchboard and transferring calls to relevant staff
- Ensuring polite and friendly welcome at all times
- Meeting and greeting visitors, signing them in and assisting to any queries
- Maintaining a well presented, professional reception area
- Mail distribution
- Coordinate meeting rooms
- General administration as required
- Maintenance of front of the desk - ensuring it is presented and clean at all times

- Assisting with administration needs
 - Formatting of documents and preparing of packs as and when needed
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-482/>

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