



Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** Nov. 19, 2018
- **Deadline:** Nov. 29, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Secretarial / Front Office / Data Entry > Front Desk, Office Assistant
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Mid Baneshwor, Kathmandu
Offered Salary	: NRs. 10,000.00 Monthly

Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: Not Required
Professional Skill Required	: Nepali Typing, Fluent Written & Spoken English, MS Excel, MS Word

Other Specification

- Must have familiarity with office machines (e.g. fax, printer etc.)
 - Knowledge of office management and basic bookkeeping
 - Proficient in English (oral and written)
 - Strong communication skills
 - Problem-solving skills
 - Customer service orientation
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Job Description

- Welcomes visitors by greeting them, in person or on the telephone
 - Schedule, reschedule and cancel appointments
 - Answer telephone calls and transfer calls to the appropriate person
 - Provide information to callers over the telephone
 - Take and resolve complaints from customers and public being positive to negative criticism
 - Creates and prints fax sheets, memos, mail, reports and other documents
 - Maintain relationship with institutional buyer/ clients
 - May be required to perform basic clerical duties, such as faxing office notes and photocopying
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-486/>

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