



Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** Nov. 29, 2018
- **Deadline:** Dec. 13, 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
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Candidate should have good presentation and communication skills
 - At least 1 years of experience in related field
 - Should be proactive, can do attitude
 - Should be good in English
 - Excellent communication skills with good manner
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Job Description

- Responsible for handling all the incoming and outgoing calls
- Deliver excellent customer service, at all times
- Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
- Assisting admissions and visa counselor

Applying Procedure:

Interested candidates are requested to send their updated resume to info@ausstudies.edu.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-492/>

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