



Front Desk Officer (Female)

- **Vacancy for:** 2
- **Posted on:** Nov. 11, 2018
- **Deadline:** Nov. 21, 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 : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Good Communication skills (written and verbal)
 - Pleasant personality with excellent public speaking, presentation skills, good computing knowledge
 - Working knowledge of education system of various countries (preferable)
 - Appropriate training will be provided to selected candidates with ongoing upgrading where necessary
-

Job Description

- Responsible for Handling all telephone calls
- Managing files/ keeping records
- Providing preliminary information about the programs TEF offers to prospective students
- Coordinating with team members to ensure quality service
- Other duties as assigned by the concerned authorities

Applying Procedure:

Write a brief cover letter and attach your CV (PP size photograph should be attached in top right corner of your CV) and mail to trustededucation1234@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-female-68/>

Generated By

