



## Front Desk Officer (Female only)

- **Vacancy for:** 1
- **Posted on:** Aug. 11, 2017
- **Deadline:** Sept. 3, 2017, 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 : NRs. 15,000.00 - 20,000.00 Monthly

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than 1 year  
Professional Skill Required : Positive Attitude, Computer Operation

### Other Specification

- Bachelor's degree in management or related field
  - 1+ years of front desk experience
  - Fresher also can apply
  - Pleasing personality with a positive attitude
  - Must have computer skills
  - Fluent in both English and Nepali Language (Spoken & Written)
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### Job Description

- To attend phone calls, transfer calls to respective person, note messages and maintain incoming phone call register
  - To send and receive couriers & maintain their records
  - To deal with customer on telephone regarding their issues
  - To maintain the highest level of courtesy with staff, clients, and visitors
  - To handle petty cash and accounts
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### Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-female-only-5/>

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