



Front Desk Officer (Female)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 15, 2017, midnight

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Entry Level
Job Location :
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Fluency in written and spoken English and Nepali language
 - Good looking, smart, energetic and enthusiastic
 - Computer knowledge: MS Word, Excel, Internet, Email
 - Ability to organise, multitask, prioritise and work under pressure
-

Job Description

- Handling incoming and outgoing calls
- Respond professionally to the candidates phone calls and assist the candidates in providing all useful information
- Handling Customers and Visitors
- Providing information of current demands to candidates and agents
- Maintain a positive attitude and contribute towards a quality environment

TO APPLY,

Please send us your updated CV at **Email:** career@millsberry.edu.np

OR,

Applying Procedure

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

Generated By

