



Front Desk Officer/ Receptionist

- **Vacancy for:** 1
- **Posted on:** Aug. 10, 2018
- **Deadline:** Aug. 18, 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, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Bachelor
Experience Required : More than or equals to 2 years

Other Specification

- Must have completed Bachelor level with 2 year of experience
- Must be fluent in English
- Must have multi-tasking ability
- Must be able to maintain organized reception area
- Must have knowledge of computer skills

Preferred Educational Qualification:

Bachelor's Dergee

Other Specific Requirements:

- Experience managing office staff
 - Strong computer software skills in MS Excel and Word, PowerPoint
 - Strong communication skills both oral and written with fluency in both English and Nepali required
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Job Description

- Receiving visitors at the front desk and handling queries
- Answering, screening and forwarding phone calls
- Providing basic and accurate information in-person via phone or e-mail
- Performing other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Sorting and distributing posts
- Maintaining a sufficient record of office supplies
- Coordinating the repair and maintenance of office supplies
- Provide office support so as to ensure efficiency
- Directing guests and general public to the right staff member

Benefits:

- Periodic Salary review
- Working Hours: 9 am – 6 pm (5 working days in a week)

Applying Procedure:

Interested candidates are required to send their updated resume at hr@8squarei.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-receptionist-36/>

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