

Front Desk Officer



- **Vacancy for:** 2
- **Posted on:** Aug. 14, 2018
- **Deadline:** Aug. 24, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Entry Level
Employment Type : Full Time
Job Location : Lalitpur
Offered Salary : Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Must have completed Intermediate level
 - Must be fluent in spoken and written English and Nepali
 - Must be excellent interpersonal and communication skills
 - Computer literacy is a must (MS Office package and email methodologies)
 - Must have a pleasant personality
 - Should be efficient and multi-tasking
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Job Description

- Meet and greet guests and deal with their queries
- Answer telephones and direct it to the concerned departments/persons
- Receive and sort mails and deliveries
- General administrative and clerical support
- Prepare letters and documents
- Duties to be performed as requested by HODs
- Keep track of attendance of staffs and report to HR
- Maintain Employee movement register

Applying Procedure:

Interested candidates are requested to send their updated resume at hr@maxmedia.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-receptionist-38/>

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