



Front Desk Representative

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** June 6, 2016, midnight

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Should have thorough knowledge of customer services and office management
 - Should possess good communication and interpersonal skill
 - Should have good problem-solving skills with positive attitude
 - Should be outspoken, confident and ability to work under pressure
 - Should have good organizational and multi-tasking abilities
 - Should work with patience while dealing with customers and their complaint
 - Should have a good telephonic manner
 - Should have pleasant personality and glowing facial expression
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Job Description

- Professionally represent organization within/outside the organization and provide necessary information to internal and external customers and incoming telephone calls
- Responsible to manage the reception area
- Deal with enquiries in a professional and courteous manner in telephone
- Centrally handle telephone calls and transfer to the concerned authority
- Perform other task assigned by concerned authority

Salary, Benefits and more:

- Gross salary of NRs 12,000.00 + plus attractive incentives
 - In addition to gross salary, benefits such subsidize lunch, festival bonus, medical insurance, accidental insurance and other benefits such as provident fund, gratuity etc. after confirmation of employment
 - Dynamic and challenging working environment for better learning and career growth opportunity
 - Good working culture and environment
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Applying Procedure

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

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