



Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** June 5, 2018
- **Deadline:** June 15, 2018, 11:59 p.m.

Basic Job Information

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

Job Specification

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

Other Specification

- +2 can apply but Bachelor Preferred
 - Excellent verbal and written communication in English
 - Should be polite
 - Should have pleasant personality with positive attitude
 - Basic computer knowledge esp MS Word , MS Excel, E-mails and internet
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Job Description

- Handling incoming and outgoing telephone calls
- Managing Preparation classes
- Handling visitors
- Short counseling to students
- Assist in day to day functioning of office
- Data keeping and follow up

Duty Shift : 6 am to 12 noon and 12 noon to 6 PM

Applying Procedure

Apply Link : <https://merojob.com/front-office-5/>

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