



## Front Desk Assistant

- **Vacancy for:** 4
- **Posted on:** Aug. 10, 2017
- **Deadline:** Aug. 23, 2017, 11:55 p.m.

### Basic Job Information

Job Category : Hospitality > Front Desk, Reception  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Less than 1 year

### Other Specification

- The candidate should hold or Bachelor Degree or Higher Diploma in Hotel & Hotel Management
  - Freshers are encouraged to apply
  - Prior work experience in the related industry or responsibility is a plus
  - Fluency speaking in English, Nepali, Hindi or any other language is plus point.
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### Job Description

- To check in, check out, allocate room
- Cash Handling, and daily day to day operation of Hotel
- Take reservations over the telephone, through emails and in person.
- Answer queries regarding the hotel's services, facilities and travel directions.
- Refer guests complaints to appropriate departments for immediate solution

### Applying Procedure:

Interested and eligible candidates are requested to forward their updated resume to [careers@traditionalcomfort.com](mailto:careers@traditionalcomfort.com)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/front-office-assistant-11/>

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