



Frontdesk Cum Tele Marketing Officer

- **Vacancy for:** 3
- **Posted on:** Nov. 29, 2017
- **Deadline:** Dec. 8, 2017, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry > Counseling
Job Level : Mid Level
Employment Type : Full Time
Job Location : Putalisadak (New Plaza)
Offered Salary : NRs. 10,000.00 - 15,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Management Graduates with a few years of experience will be given special preference. There won't be any bar for financial incentives for those who take initiative for their work and use commonsense. Smartly dressed - up and amicable ladies are praised.
 - English Language Proficiency
 - Telephone Handling
 - Nepali typing
 - Computer proficiency (Word, Excel)
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Job Description

- Ready and able to support the management of Administrative Works. Ready to switch the roles when required. File Management (Manual as well as Electronic)
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Applying Procedure

Apply Link : <https://merojob.com/frontdesk-officer/>

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