



Office Executive

- **Vacancy for:** 10
- **Posted on:** July 1, 2017
- **Deadline:** Jan. 31, 2017, midnight

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Proficient in MS Office
 - Excellent organizational and time-management skills
 - Outstanding communication and negotiation abilities
 - Integrity and confidentiality
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Job Description

- Handling telephone calls
 - Corresponding with guests especially for outbound inquiries
 - Mobilizing the social medias and promotional medias
 - Marketing promotion
 - Dealing with documentations for visa and performing all sort of official executions
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Applying Procedure

Apply Link : <https://merojob.com/office-executive-3/>

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