



Office Secretary

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Oct. 27, 2016, midnight

Basic Job Information

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

Job Specification

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

Other Specification

- Minimum of 1 year of experience in Reception/Administration
 - Requires knowledge of basic office practices and telephone etiquette
 - Basic computer skills, and the ability to communicate effectively and interact well with people of all ages and diverse backgrounds
 - Also requires organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines
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Job Description

Under immediate supervision, serves as initial office contact for students, faculty, staff, etc. Answers routine questions and provides information both orally and in writing (e-mail). The principal emphasis is on providing customer service and performing some light clerical duties.

Telephone Facilitation:

- Answers phone with appropriate greeting, takes messages or refers calls to the appropriate department/ person
- Ensure that the phone system is working and is under smooth operation

Visitor's First-contact:

- Receives and greets visitors; manage and deal with walk-in enquiries and direct to the department when necessary
- Maintain visitor's log
- Dispenses information such as brochures and handouts to visitors
- Assists visitors with scheduling and confirming appointments;
- Handle the waiting period of visitors

Document Management:

- Maintain daily-log of the incoming and outgoing documents of the office in systematic manner
- Safeguard and secure the documents in confidential manner
- Maintain the Notice Board and keep contents up-to-date

Students Services:

- Answer general student enquires;
- Assist with student recruitment, including support at new student counseling

Administrative Services:

- Provide support to the College Administrative Office including attendance at orientations, graduation and other College events

- Assist with photocopying, setting up of class rooms and other general tasks
- Supervise the facilities and tangible assets within the office;
- Inform the concerned department to solve shortcomings of facilities and tangible assets
- Coordinate with guards and peons to smooth operation of the tasks
- Provide administrative support to the Head of the departments, Administrator; when required

TO APPLY:

Interested candidates are requested to send their updated resume to principal@kathford.edu.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-secretary-47/>

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