



Reception Cum Office Secretary

- **Vacancy for:** 3
- **Posted on:** March 13, 2018
- **Deadline:** March 23, 2018, 11:55 p.m.

Basic Job Information

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| Job Category | : Secretarial / Front Office / Data Entry |
| Job Level | : Mid Level |
| Employment Type | : Full Time |
| Job Location | : Putalisadak (New Plaza) |
| Offered Salary | : NRs. 12,000.00 - 18,000.00 Monthly |

Job Specification

Experience Required : More than or equal to 2 years

Job Description

- Maintain the Charm of Front Office with Impressive Service
- Maintain and Update the Visitors Records & Queries
- Photocopying, Scanning, Printing and Filing Properly
- Receiving & Answering The Telephonic Queries & Involve in Follow-up
- Help the Seniors and Guide the Juniors
- Always Create Positive and Creative Environment at the Office

Education: Bachelor's Degree With 2 Years Experience (+2 with at least 4 years continuous experience)

Computer Skills:

- Ms. Excel, Ms. Word, Power Point and Nepali Typing
- Use of Internet - Google, Youtube and Facebook for Commercial Purpose

Other Skills:

- Excellent Telephonic Communication
- Use of Correct English & Nepali
- Strong Sense of Dressing and Facial Expression
- Punctual And Ready to work Extra Hours When Necessary
- Flexible Towards Type of Works and Multi - Tasking
- Excellent Interpersonal Skills

Note : Must work at least for two years if appointed.

Applying Procedure

Apply Link : <https://merojob.com/reception-cum-office-secretary-3/>

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