



Receptionist Cum Accountant

- **Vacancy for:** 1
- **Posted on:** Oct. 4, 2018
- **Deadline:** Nov. 24, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations > Filing/ Record management
Job Level : Mid Level
Employment Type : Full Time
Job Location : Lazimpat, Kathmandu, Nepal
Offered Salary : NRs. 15,000.00 - 25,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required
Professional Skill Required : Office Management, Accounting, Human Resources Management

Other Specification

- Should have Bachelors degree in related field
 - Should have minimum 3 years of experience
 - Good communication skills
 - Fluent English speaking
 - Accounting knowledge
 - Well knowledge on social media
 - Self motivated
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Job Description

- Handle phone calls and visitors
 - Support in day to day administration of the Office
 - Operate phone calls, scanner, printer, fax etc
 - Handle all transactions related to accounts
 - Prepare profit and loss statements and monthly closing and cost accounting reports
 - Analyze and review budgets and expenditures
 - Maintains customer confidence and protects operations by keeping financial information confidential
 - Should monitor and support taxation issues
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Applying Procedure

Apply Link : <https://merojob.com/receptionist-1006/>

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