



## Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** Oct. 25, 2018
- **Deadline:** Nov. 29, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Hospitality > Front desk/ reception, Hospitality/ Travel/ Ticketing/ Tour
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Paknajol Marg, Kathmandu, Nepal
Offered Salary	: NRs. 12,000 - 20,000 Monthly

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 1 year
Professional Skill Required	: English Communication Fluency, Communication

### Other Specification

- Must have obtained a bachelor degree in Tourism and hospitality, Business Studies, Sociology, Arts etc
  - Proven work experience in similar role
  - Hands-on experience with office equipment (e.g. fax machines and printers)
  - Basic expertise in Accounting, Bills making, record keeping, MS Office, Tally would be appreciated
  - Professional attitude and appearance
  - Fluency in verbal and written English language is highly crucial
  - Ability to be resourceful and proactive when issues arise
  - Excellent organizational skills
  - Multitasking and time-management skills, with the ability to prioritize tasks
  - Customer service attitude
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### Job Description

- Greet and welcome guests as soon as they arrive
- Provide basic and accurate information in-person and via phone/email
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Have to take care of all the checkin checkout affairs at the hotel/payment transaction update, housekeeping procedure supervision
- Entertain the request/queries of the guest and try to provide them with best possible

### Note:

***Candidates having prior knowledge of trekking, hiking in and around mountains in Nepal, Would be assigned to handle the sales and marketing of trekking/travel department where their duties would be to answer the queries of the guest in terms of trekking and hiking related assistance.***

### Applying Procedure:

Interested candidates are requested to send their CV's at [kathmandu@zostel.com](mailto:kathmandu@zostel.com)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/receptionist-1009/>

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