



Receptionist (Female)

- **Vacancy for:** 2
- **Posted on:** Oct. 26, 2018
- **Deadline:** Nov. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Entry Level
Employment Type : Full Time
Job Location : Sundhara, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Minimum +2 pass with good worldly Knowledge. Bachelor Graduate preferred
 - Should have passion for the job
 - Smart and pleasing personality with eagerness to learn
 - Good command in English, written and spoken
 - Creative and appreciative behavior
 - Must have computer knowledge (MS Word, Excel, Email, Internet, Typing, Printing, Scanning)
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Job Description

- Greet Customers as a hostess
- Make and receive calls and forward to the concerned departments
- Maintain records of visitors and clients and follow up in regular pace
- Assist administration on daily routine works
- Talk to clients politely and make them feel comfortable
- Make weekly reports and update on education software

Note:

- Only female candidates can apply
 - Should be able to work in a shift:
Shift 1: 7am to 2pm and **Shift 2:** 10 am to 6 pm
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Applying Procedure

Apply Link : <https://merojob.com/receptionist-1011/>

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