



## Front Desk Officer (Female)

- **Vacancy for:** 1
- **Posted on:** Nov. 12, 2018
- **Deadline:** Nov. 22, 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 : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : More than or equal to 1 year

### Other Specification

- Must have completed Intermediate Level
  - Must have 1 year of working experience in related field
  - Must possess good communications skills
  - Must be confident
  - Must be smart & possess charming personality
  - Must be good knowledge of Computer Applications like the Word, Excel
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### Job Description

- Handle incoming/ outgoing calls
- Handle company emails and communications
- Coordinate and schedule meetings and record keeping
- Handle outgoing and incoming mails and maintain records appropriately
- Help the office staff/ management to carry out their duties effectively by facilitating in their work

### Applying Procedure:

Interested candidates are requested to send their updated resume along with cover letter to [ndms.acct@gmail.com](mailto:ndms.acct@gmail.com)

***Only shortlisted candidates will be called for further selection process. The Company reserves the right to reject any application without assigning any reason whatsoever. Canvassing at any stage of the process will lead to automatic disqualification.***

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/receptionist-1016/>

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