



Receptionist

- **Vacancy for:** 1
- **Posted on:** Dec. 7, 2018
- **Deadline:** Dec. 16, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Marketing / Advertising / Customer Service > Client servicing, Customer relationship
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Bishnagarmarga, Naxal, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: Not Required
Professional Skill Required	: Positive Attitude, Customer Service, Communication, Multiple Call Handling, Highly Organized, Multitasking

Other Specification

- Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook
- Excellent communication skills with peers of all levels up to senior management
- Ability to work largely on own initiative
- Positive and friendly persona
- Excellent time-keeping skills
- Self-organized

Job Description

- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Help in keeping updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Perform basic bookkeeping and record keeping duties.
- Perform data entry and filing activities
- Order supplies and equipment when required.
- Schedule staff appointments with clients or company representatives
- Liaise with departments and provide clerical support

Applying Procedure

Apply Link : <https://merojob.com/receptionist-1033/>

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