



## 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	: BishInagarmarga, Naxal, Kathmandu, Nepal
Offered Salary	: Negotiable

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### Job Specification

Education Level	: Intermediate
Experience Required	: Not Required
Professional Skill Required	: Highly Organized, Multiple Call Handling, Communication, Multitask, Customer Service, Positive Attitude

### 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
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### 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
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### Applying Procedure

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

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