



## Receptionist

- **Vacancy for:** 1
- **Posted on:** Dec. 10, 2018
- **Deadline:** Dec. 18, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Secretarial / Front Office / Data Entry
Job Level	: Mid 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	: Not Required

### Other Specification

- Fluency in spoken and written English and Nepali
  - Proven skills in the switchboard
  - Excellent interpersonal and communication skills
  - Computer literacy is a must (MSOffice package and email methodologies)
  - Pleasant personality
  - Prior experience will be preferred
  - Must have knowledge and skills of Nepali Typing
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### Job Description

- Should answer phones, screen and direct them to related departments
  - Meet and greet customers and deal with queries
  - Maintain appointment diary manually or electronically
  - Receive and sort mails and deliveries
  - General administrative and clerical support
  - Prepare letters and documents
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### Applying Procedure

Apply Link : <https://merojob.com/receptionist-1035/>

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