



## Receptionist

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 10, 2013, midnight

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

#### KNOWLEDGE & SKILLS

- Knowledge of PABX system
- Effective communication and interpersonal skill
- People handling and Convincing skill
- Problem solving and tactfulness
- Basic Computer skill

#### PERSONALITY TRAITS

- Well maintained physical appearance
- Well groomed and presentable
- Maintain standard of conduct
- Be respectful
- Flexible attitude
- Organized and efficient

#### ENVIRONMENTAL CONDITION

- Multitasking
- Multi personality dealings

#### LOCATION

- Indoor

#### MACHINE, TOOLS AND EQUIPMENTS

- Computer
  - Printer
  - Photocopy Machine
  - Fax Machine
  - PABX System
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### Job Description

#### Objective of the Job:

- Professional and efficient managing of visitors, consumers, telephone calls and messages, as well as a variety of clerical duties that support concerned department and consumer services.

#### Job Relationship:

**Accountable for :** Operations & Admin  
**Reporting to :** Manager- Operations & Admin  
**Coordination with :** All Departments/Units  
**With external Institutions :** Relevant Individuals

#### **DUTIES AND RESPONSIBILITIES**

- Greet and direct visitors to appropriate area or employees.
- Handling and responding telephone calls and enquiries professionally and forward to the desired extension/personnel.
- Perform clerical duties including typing and editing of all kinds of letters, memos, and other documents in a specified format within specified time.
- Collect, manage, record and distribute the documents from the external parties to the concerned department head.
- Provide assistance in processing advertisement related to products and others.
- Communicate with other branches in certain matters as and when required.
- Handling Petty Cash.
- Maintaining Stock Book of Stationeries.
- Arrange file and organize documents as and when required.
- Perform general clerical duties such as printing, photocopying, faxing, mailing and other duties as required.
- Maintain high confidentiality of information.
- Perform all other relevant duties as needed and required.

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#### **Applying Procedure**

Apply Link : <https://merojob.com/receptionist-107/>

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