



Receptionist

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Sept. 6, 2016, midnight

Basic Job Information

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

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

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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.

EXPERIENCE/TRAINING

- Fresher
- Experienced in the relevant field preferable.

KNOWLEDGE & SKILLS

- Knowledge of PABX system
- Effective communication and interpersonal skill
- People handling and Convincing skill
- Problem solving and tactfulness
- Basic Computer skill, Typing (Nepali and English)

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

TO APPLY,

Interested candidates can send their updated resume to jobs@shtcnepal.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/receptionist-108/>

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