



Receptionist

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** April 10, 2016, midnight

Basic Job Information

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

Job Specification

Experience Required : Not Required

Other Specification

- Excellent verbal & written communication skills in English
 - Must possess IT skills
 - Should have pleasant personality
 - Minimum 2 years of experience in the related field
-

Job Description

- Deliver excellent customer service
- Responsible for handling phone calls and visitors
- Greet the visitors with smile and guide them properly
- Other duties as assigned

Salary: No bar for right candidates and our remuneration is the best in the industry

TO APPLY:

Qualified & interested candidates are requested to send their updated resume along with a cover letter to eurokids001@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/receptionist-14/>

Generated By

