



Receptionist

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** March 27, 2017, 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

- Minimum 2 years of experience
 - Fluency in both English and Nepali
 - Should have knowledge of administrative tasks carried out in an office
 - Candidate should have good presentation and communication skills.
 - Ability to organise, multitask, prioritise and work under pressure
 - Proficient in Ms office (MS Word, MS Excel).
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Job Description

- Handling phone calls and transferring to respective persons.
 - Typing documents and letters as per requirement.
 - Greeting visitors, handling their enquiries and directing them to appropriate persons.
 - Other tasks as and when required.
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Applying Procedure

Apply Link : <https://merojob.com/receptionist-156/>

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