



## Receptionist

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

### Basic Job Information

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

---

### Job Specification

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

### Other Specification

- Should have passion for the job.
  - Smart and pleasing personality with eagerness to learn.
  - Good command in English, written and spoken.
  - Creative and appreciative behavior.
  - Must have computer knowledge (MS Word, Excel, Email, Internet, Typing, Printing, Scanning)
- 

### Job Description

- Greet Customers as a hostess.
- Make and receive calls and forward to the concerned departments.
- Maintain records of visitors and clients and follow up in regular pace.
- Assist administration on daily routine works.
- Talk to clients politely and make them feel comfortable.
- Make weekly reports and update on education software.

Note: Picture is mandatory.

---

### Applying Procedure

Apply Link : <https://merojob.com/receptionist-16/>

Generated By

