



Receptionist

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 23, 2016, midnight

Basic Job Information

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

Job Specification

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

Other Specification

- Minimum 2 yrs of experience in the related field
 - Excellent verbal & written communication skills in English, IT skills
 - Should have pleasant personality
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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 : NRs 120000/- to NRs 180000/- per annum

TO APPLY:

Interested candidates are requested to send their resume to eurosamakhushi@rediffmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/receptionist-26/>

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