



Receptionist

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 1, 2017, midnight

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : mid
Job Location : Sundhara, 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)
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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
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Applying Procedure

Apply Link : <https://merojob.com/receptionist-27/>

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