



Receptionist

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 4, 2016, midnight

Basic Job Information

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

Job Specification

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

Other Specification

- Should be fluent in English, Nepali and Hindi
 - Nepali & English typing skills are required
 - Should have basic knowledge of Ms. Office
 - Ability to organize, multi-task and prioritize works
 - Experienced candidates will be preferred
 - Both Male & Female candidates can apply
 - Minimum age should be 23
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Job Description

- Handling phone-calls and managing appointments
 - Handling of corporate email communications
 - Organizing office documents and files
 - Assisting the administration department in their work
 - Writing letters to banks and govt. offices
 - Other duties as assigned by the concerned authority
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Applying Procedure

Apply Link : <https://merojob.com/receptionist-3/>

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