



Receptionist

- **Vacancy for:** 1
- **Posted on:** Aug. 7, 2017
- **Deadline:** Aug. 23, 2017, 5 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu Kathmandu Kathmandu Kathmandu
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Bachelors, 10+2 and Above
 - Prior work experience in Automobile is preferred
 - Excellent verbal and written communication in English
 - Should be polite
 - Should have pleasant personality with positive attitude
 - Basic computer knowledge
 - Should be a team player
 - Should have Nepali typing skill
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Job Description

- Handling incoming and outgoing telephone calls
- Managing office
- Handling visitors
- Assist in day to day functioning of office

Offered Salary: Negotiable + Incentive + TADA + Bonus

Applying Procedure

Apply Link : <https://merojob.com/receptionist-648/>

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