



## Front Desk Officer

- **Vacancy for:** 2
- **Posted on:** Oct. 8, 2017
- **Deadline:** Nov. 8, 2017, 11:55 p.m.

### Basic Job Information

Job Category	: Secretarial / Front Office / Data Entry
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 10,000.00 - 15,000.00 Monthly

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Office Management, Communication Skills, File Management, Microsoft Package

### Other Specification

- Should have a strong pleasing personality
  - Should have a command in English communication skills
  - Should have basic knowledge of Management
  - Should be very accountable and should have quality of giving attention to details.
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### Job Description

- Handle telephone inquiries
  - Keep record of all the inquiries
  - Keep record of the messages and pass the message to the related department
  - Keep attendance of the staffs and teachers
  - Keep record of all the registered letters issued from the college or to the college
  - Ushering and assisting visitors with their inquiries
  - Assist in different administrative and managerial tasks
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### Applying Procedure

Apply Link : <https://merojob.com/receptionist-679/>

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