



Receptionist

- **Vacancy for:** 3
- **Posted on:** Oct. 13, 2017
- **Deadline:** Oct. 23, 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 : Negotiable

Job Specification

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

Other Specification

Educational Requirement:

- + 2 passed and Graduate in any Stream. Aged between 22 – 30 years
- Applicants must have hands-on experience with computers
- Should have minimum 3 years of working experience in related field
- Self-motivated and a positive attitude and a strong work ethic

Skills Required:

- Customer Service
 - Overachieving Attitude
 - Work Ethic
 - Verbal and Written Communication
 - Friendly
 - Professional
 - Adaptable
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Job Description

- Answer the phone in a timely manner and direct calls to the concerned department
- Create and manage both digital and hard copy filing systems for all visitors
- Take and pass on messages to concerned departments
- Deal with complaints or problems of candidates
- Copy, file and maintain paper or electronic documents and records
- Handle incoming and outgoing emails

TO APPLY:

Interested and eligible candidates are requested to send their updated resume at theriver@wlink.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/receptionist-684/>

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