



## Receptionist

- **Vacancy for:** 2
- **Posted on:** Nov. 2, 2017
- **Deadline:** Nov. 12, 2017, 11:55 p.m.

### Basic Job Information

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

---

### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : More than or equal to 1 year

### Other Specification

- Need to be fluency in english speaking
  - Smart and pleasant personality
  - Proficiency in Microsoft Office
  - Effective verbal and listening communications skills
  - Punctuality and sense of responsibility
- 

### Job Description

- Need to handle telephone, transfer a call to respective department
  - Respond to public inquiries
  - Greeting guests in a polite, friendly and professional manner
  - Perform other related duties as and when required by the management
  - Answering questions and addressing complaints
- 

### Applying Procedure

Apply Link : <https://merojob.com/receptionist-697/>

Generated By

