



Receptionist

- **Vacancy for:** 1
- **Posted on:** Jan. 14, 2018
- **Deadline:** Jan. 24, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

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

Other Specification

- Minimum Intermediate level completed and preferably bachelor degree
 - Excellent verbal and written communication in English
 - Should be polite and smart appearance
 - Should have pleasant personality with positive attitude
 - Basic computer knowledge of MS Office package
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Job Description

- Handling incoming and outgoing telephone calls
 - Managing office
 - Handling visitors
 - Short counselling to students
 - Assist in day to day functioning of office
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Applying Procedure

Apply Link : <https://merojob.com/receptionist-771/>

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