Receptionist

- **Vacancy for:** 1
- **Posted on:** Feb. 11, 2018
- **Deadline:** Feb. 24, 2018, 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 : More than or equal to 1 year

Other Specification

- Excellent verbal and written communication in English
- Should be polite
- Should have pleasant personality with positive attitude
- Basic computer knowledge

Job Description

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

Applying Procedure:

Interested and eligible candidates are requested to forward their updated resume to
namita.sth@kiec.edu.np

OR,

Applying Procedure

Apply Link : https://merojob.com/receptionist-799/

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