



## Receptionist

- **Vacancy for:** 4
- **Posted on:** March 4, 2018
- **Deadline:** March 20, 2018, 11:55 p.m.

**Job Location:** Kathmandu, Itahari, and Birtamod

**No.of Vacancies:** 04

### Academic Requirements:

- Bachelor degree or above in marketing or relevant degree

### Required Skills:

- Good English language ability
- Must have a good personality
- Have the positive and can-do attitude
- Excellent in using Microsoft office packages
- Excellent Public Relation skills
- Outstanding presentation skill and outgoing personality

### Required Experience:

- Prior Reception or Administration experience will be an advantage

### Other Requirements:

- Married Female candidates are encouraged to apply

### Roles and Responsibilities:

- Greet and record clients
- Receive and record outgoing and Incoming telephone calls
- Perform administrative duties
- Perform duties as instructed by senior management

### Conditions:

**Starting Salary:** Rs. 15,000 / Month

**Festival Bonus:** 1 Months Salary

**Bonus:** Excellent Individual and organizational performance based bonus

### Future Growth:

- The successful candidate who wants to learn and grow within the organization will be given the opportunity to get promoted to Counsellor

### Staff Welfare Fund:

- All staffs will have access to Staff Welfare fund under organizational rules and regulations

### Applying Procedure

Apply Link : <https://merojob.com/receptionist-825/>

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