



Receptionist

- **Vacancy for:** 1
- **Posted on:** May 20, 2018
- **Deadline:** May 27, 2018, 11:59 p.m.

Basic Job Information

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

Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: Not Required
Professional Skill Required	: Communication, MS Office Suite

Other Specification

- Candidate should have good presentation and communication skills
 - Should have pleasing personality and with a positive attitude
 - Must possess good telephonic manner
 - Must have general computer skills, Ms word, Ms excel
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Job Description

- Responsible for handling all the incoming and outgoing calls
- To deliver excellent customer service, at all times
- Responsible to deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail
- To handle all the visitors

NOTE: Raffles Educare reserves the right to reject any or all applications without assigning any reason thereof. Only Candidates passing the initial screening stage will be contacted for further selection process.

Applying Procedure

Apply Link : <https://merojob.com/receptionist-917/>

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