



Receptionist

- **Vacancy for:** 1
- **Posted on:** Sept. 17, 2018
- **Deadline:** Sept. 27, 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	: Lalitpur, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Must have completed Bachelor's Degree with minimum 1 year of experience in related field
 - Should have pleasing personality and with a positive attitude
 - Must have excellent communication skills in both written and spoken English
 - Must be proficient with Microsoft Office Suite
 - Ability to organise, multitask, prioritise and work under pressure
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Job Description

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
 - Carry out instructions given by the management team and head office
 - Deliver excellent customer service
 - Assisting Admin, Finance, and other departments on day to day activities
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Applying Procedure

Apply Link : <https://merojob.com/receptionist-993/>

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