

Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** Sept. 18, 2018
- **Deadline:** Sept. 30, 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 : Kathmandu / Pokhara
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 in Hotel Management (BHM) or Bachelor of Travel and Tourism Management (BTTM)
 - Proven work experience as a Front desk manager or Reception manager
 - Hands on experience with office machines (e.g. fax machines and printers)
 - Thorough knowledge of customer service, office management and basic bookkeeping procedures
 - Proficiency in English (oral and written)
 - Solid knowledge of MS Office, particularly Excel and Word
 - Excellent communication and people skills
 - Good organizational and multitasking abilities
 - Problem-solving skills
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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
- Assist administration on daily routine works

Applying Procedure:

Interested candidates are requested to send their updated resume to travelinnepal@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/receptionist-994/>

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