



Receptionist

- **Vacancy for:** 1
- **Posted on:** Oct. 24, 2018
- **Deadline:** Nov. 24, 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 : Gautambuddha Marga, Anamnagar, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Bachelor's degree preferred, but high school diploma accepted with some college or equivalent experience
 - Minimum 2 years experience as a Receptionist or Administrative Assistant
 - Knowledge of spreadsheets and word processing documents
 - Ability to create organized filing system
 - Exceptional customer service skills and professional phone manner
 - Working knowledge of marketing terminology and practices
 - Overachieving attitude and enhanced work ethics
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Job Description

- Greet clients as soon as they arrive and connect them with the appropriate party
- Answer the phone in a timely manner and direct calls to the correct offices
- Can Handle all the Normal Account System and office internal Expenses
- Create and manage both digital and hard copy filing systems for all partners
- Make travel arrangements and schedule meetings based on all partners' itineraries

Applying Procedure:

Interested and eligible candidates meeting above requirement may send their CV, application to following email address: info@impressionsad.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/receptionist-accounts-2/>

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