



## Receptionist (Female)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 26, 2012, midnight

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

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

### Other Specification

- 2- 3 years of experience in similar field.
  - Good Knowledge of office functions
  - Excellent communication skills oral and written and presentation in English and Nepali.
  - Result focused trouble shooting ,self initiative, flexible about working extra hours overtime, task oriented
  - Proficient knowledge of MS Office- MS Word Excel and Power Point & Web based tools specifically internet, email.
  - Knowledge of categorizing ,sorting and documentation of emails/ paperwork and distribute mail to department.
  - Typing skill in both English and Nepali.
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### Job Description

The ideal candidate is expected to do

- Nepali and English typing
- Maintain good secretarial practices
- Conduct desk research, and disseminate information by using the telephone, mail services ,websites and emails regarding films shows/ company related things.
- Undertake telephone calls, photocopy/printing/scanning as per requirement

Salary and other benefits: As per Company Policy.

Age bar : Between 19 to 25 years old

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### Applying Procedure

Apply Link : <https://merojob.com/receptionist-female-5/>

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