



Receptionist & Reservation

- **Vacancy for:** 2
- **Posted on:** Dec. 11, 2017
- **Deadline:** Dec. 19, 2017, 11:55 p.m.

Basic Job Information

Job Category	: Hospitality
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 12,000.00 - 15,000.00 Monthly

Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: More than or equal to 2 years
Professional Skill Required	: English, Attention to Detail, Presentation, Communication, Computer Operation

Other Specification

- Verbal and written communication skills
 - Professional personal presentation
 - Customer service orientation
 - Information management
 - Organizing and planning
 - Attention to detail
 - Initiative
 - Reliability
 - Stress tolerance
 - Priority will be given to the ones with the knowledge of Basic or Fluent Japanese Language
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Job Description

- Make and receive calls and forward to the concerned departments
 - Maintain records of visitors and clients and follow up in regular pace
 - Assist administration on daily routine works
 - meet and deal with the hotel and other industry sales people visiting the office
 - Communicate with foreign agents and take their bookings
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Applying Procedure

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

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