



Receptionist(Female)

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 19, 2013, midnight

Basic Job Information

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

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Candidate should have good presentation and communication skills.
 - Pleasing personality and with a positive attitude.
 - A Complete knowledge of MS Office.
 - Candidates must have 2 to 3 years of experience in the related field.
 - Excellent business partnering abilities, able to work successfully in fast-paced environment.
 - Must be able to communicate efficiently both verbally and in written in both Nepali and English.
 - Only Female candidates are preferred.
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Job Description

- Responsible for handling all the incoming and outgoing calls.
 - Responsible to attend the visitor.
 - Assists guests with Front Office related functions in an efficient, courteous and helpful professional manner while maintaining high standards of service and hospitality.
 - Performs all duties and responsibilities as may be assigned by Supervisor.
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Applying Procedure

Apply Link : <https://merojob.com/receptionistfemale/>

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