



## Receptionist/Personal Assistant

- **Vacancy for:** 1
- **Posted on:** Nov. 15, 2018
- **Deadline:** Nov. 25, 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 : Budhanilkantha, Hattigauda, Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### Other Specification

- Freshers are also encouraged to apply
  - Excellent organizational and time management skills
  - Good written and spoken communication skills
  - Accuracy and attention to detail
  - Tact and discretion, for dealing with confidential information
  - Knowledge of MS Office, emails
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### Job Description

- Reading, monitoring and responding to email on behalf of the boss
- Answering calls and liaising with clients
- Preparing correspondence
- Planning and organizing meetings
- Managing and reviewing filing and office systems
- Record keeping, filing and prepare the required documents.

**Office Hour:** 9:30 am to 5:00 pm

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### Applying Procedure

Apply Link : <https://merojob.com/receptionistpersonal-assistant-2/>

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