



Secretary cum Office Front Desk

- **Vacancy for:** 1
- **Posted on:** Nov. 6, 2018
- **Deadline:** Dec. 6, 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 : Kathmandu
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Must have completed Bachelor Degree and, Above
 - Ability to communicate clearly and tactfully
 - High level of patience
 - Smart and positive attitude
 - Must be fluent in English
 - Must have multi-tasking ability
 - Must be able to maintain organized reception area
 - Must have knowledge of computer skills
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Job Description

- Performs duties of receptionist: receiving visitors, answering the telephone, scheduling appointments and taking messages in an effective and professional manner
- Filing, copying, faxing, and scanning items for emailing to other offices and other general office duties
- Maintaining office filing systems
- Greet guests and deal with their queries
- Answer telephones and direct it to the concerned departments/persons
- Receive and sort mails and deliveries

Applying Procedure:

Interested candidates are requested to send their application, CV, qualification certificates and passport photo at info@padmashree.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/secretary-cum-office-front-desk-3/>

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