
Deba Jyoti Group

Account/Finance/Banking
Lazimpat, Kathmandu

Receptionist/Front Desk Officer

Basic Information

Job Category : Receptionist / Telephone Operator / Customer Support

Job Level : Mid Level

No. Of Vacancies : 1

Employment Type : Full

Job Location : Samakhushi

Offered Salary : -

Apply Before : 2023-04-01 (1 Days, 7 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : BBS, BBA,BSW

Experience Required : Greater Than

Other Specification

Minimum Competencies Required for the position

1. Bachelor's Degree in Business Studies/Business Administration (Running/completed)
 2. Proper verbal and written communication in both English and Nepali
 3. Knowledge of handling phone calls
 4. Excellent Organizing skills
 5. Hands-on experience with office equipment
 6. Proficient in using MS Excel, MS Word, Outlook etc.
 7. Ability to organize and prioritize work
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Job Description

Description:

1. Greet and welcome guests as soon as they arrive at the office
2. Direct visitors to the appropriate person and office
3. Keep detailed & accurate records of visitor requests and calls received.
4. Keep the reception area tidy & presentable
5. Answer and route all telephone calls in a professional and courteous manner
6. Receive deliveries and arrange & distribute couriers promptly
7. Monitor office supplies and restock as per need
8. Monthly update on the printing & stationary consumption & stock verification
9. Prepare Stationary & Printing, General Office Supply Purchase Order
10. Handover stationery to the employee as per request
11. Perform other clerical duties such as filing, data entry, photocopying and typing
12. Payment handover to Vendors with proper documentation. (Cheques Received & Handover to Parties)
13. Vehicle Arrangements & Coordinating with Drivers
14. Internal Sales Handling (Sales Parcel Receiving & Handover to Staff)
15. Internal Sales – (Cash Collection & Handover)