



Nepal Engineers' Association

☀️ Join Our Team as a Receptionist! ☀️

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🏢 Nepal Engineers' Association is on the lookout for a skilled and experienced Receptionist to become a valuable part of our team. If you have a Bachelor's degree in any discipline and a minimum of 3 years of experience in a similar role, we want to hear from you!

RESPONSIBILITIES:

1. **Front Desk Management:** Greet and welcome visitors professionally and with a friendly demeanour. Handle incoming calls and direct them to the appropriate person or department. Maintain a clean and organized reception area.
2. **Communication:** Effectively communicate with internal staff and external stakeholders. Handle inquiries and provide accurate information about the organization.
3. **Administrative Support:** Assist in various administrative tasks as needed. Manage, distribute incoming and outgoing mail.
4. **Record Keeping:** Maintain and update visitor logs. Keep records of incoming calls and messages.
5. **Coordination:** Coordinate with different departments to ensure smooth operations. Assist in organizing and coordinating meetings or events.

REQUIREMENTS:

- Excellent communication and interpersonal skills.
- Proficiency in using office equipment and computer software.
- Strong organizational and multitasking abilities.

👤 To apply, submit your resume and a cover letter detailing your relevant experience to hr.neanepal@gmail.com. The deadline for applications is within 15 days. Only shortlisted candidates will be contacted for interviews.