



VACANCY ANNOUNCEMENT

Baliyo Nepal Nutrition Initiative (BNNI) is an independent not-for-profit organization that envisages a collective effort to tackle malnutrition with the aim to garner support from like-minded leaders across the Government, Private Sector, International and Non – Governmental Organizations and Civil Society that believe that with the right nutrition, the next generation will attain their full potential and realize their dreams.

BNNI invites applications from highly qualified individuals for the following position:

REQUIRED POSITION	:	RECEPTIONIST
No. of VACANCY	:	1 (One)
DUTY STATION	:	Sanepa, Lalitpur – 2
APPLICATION DEADLINE	:	October 06, 2021

REQUIRED QUALIFICATION:

- ✘ Minimum Intermediate level completed with two years' experience in related role and responsibilities
- ✘ Working experience in handling Computer (Microsoft Office Package, internet and email)
- ✘ Good communication skills (Both written and spoken in Nepali and English)
- ✘ Should be presentable; demonstrate pleasant personality with positive attitude
- ✘ Must be assertive, energetic, organized and flexible at work
- ✘ Problem-solving skills and multi-tasking abilities

PRIMARY RESPONSIBILITIES:

- ✘ Guest handling and Phone handling
- ✘ Maintains logbook and maintain visitor information
- ✘ Keeps a safe and clean reception area
- ✘ Documentation handling and record keeping of income and outgoing documents
- ✘ Maintaining records and booking meetings on behalf of the organization

Interested candidates are required to submit their updated resume along with the cover letter explaining why they fit best in the position to hr@baliyonepal.com. Telephone enquiries will not be entertained.

Only shortlisted candidates will be called for further selection process. The company reserves the right to accept and/ or reject any application without assigning any reason whatsoever.