



<https://mavorion.com/job/4974/>

Front Desk Representative

Description

Mavorion Systems Pvt. Ltd., a leading software company specializing in **Hospital Management Information Systems (HMIS)** and **healthcare digital solutions**, is looking for a **dynamic and customer-oriented Front Desk Representative** to join our growing team.

Responsibilities

- Welcome and assist visitors, clients, and guests with professionalism and warmth.
- Handle incoming calls, emails, and inquiries efficiently.
- Manage front desk operations and maintain visitor logs.
- Coordinate with internal departments for appointments, meetings, and correspondence.
- Support administrative and documentation tasks as assigned.

Qualifications

- Bachelor's degree (preferred) with relevant experience.
- Excellent communication and interpersonal skills.
- Good command of English and Nepali (both spoken and written).
- Basic computer proficiency (MS Office, email handling).
- Pleasant personality with a positive attitude and sense of responsibility.

Job Benefits

- Competitive Salary
- Provident Fund
- Accidental And Medical Insurance
- Leave As Per Labor Law
- Festival And Vacation Allowances
- Nutritious On-Site Meal Facilities
- Performance-Based Rewards And Recognition Programs
- 5-Working Days
- Recreational And Team-Building Programs
- Continuous Learning And Development
- Leave Encashment Options For Added Flexibility
- Positive And Inclusive Work Culture
- Mental Well-Being Initiatives
- Growth Opportunities

Contacts

We're excited to meet people who not only have the skills—but also the mindset to make a real impact.

Apply today and be part of our mission to power smarter systems for a healthier tomorrow.

Human Resource Department

Hiring organization

Mavorion Systems Pvt. Ltd.

Employment Type

Full-time

Date posted

November 11, 2025

Mavorion Systems Pvt. Ltd.
Nursery marga, Lazimpat
Kathmandu 44616, Nepal