



गरिमा क्यापिटल लिमिटेड GARIMA CAPITAL LIMITED

(A Subsidiary of GARIMA BIKAS BANK LIMITED)

समृद्धिको साथी

TERMS OF REFERENCE (TOR)

Functional Title: Front Desk Executive

Corporate Position: Trainee Assistant (TA)

Required No: 1

Garima Capital Limited is a Merchant Banker, licensed by Securities Board of Nepal (SEBON) to render 'Portfolio Management Services' (PMS). It has also obtained Depository Participant License from CDS & Clearing Ltd. to render DP Services. Company is on the verge of obtaining full-fledged Merchant Banking License including Mutual Fund Manager License. The Company is located at Kamalpokhari, Kathmandu - 01, Nepal.

Our core team comprises of qualified finance professionals which shall enable us to provide prompt and thorough service to our valued Clients. We encourage an open and collaborative working environment in which everyone has the opportunity to deliver her or his best. We foster professionalism, excellence, cooperation among our employees and high standards of business ethics.

Position Summary:

The candidate should have a friendly and easy-going personality while also being very perceptive and disciplined. She/He should be able to deal with complaints/queries and give accurate information to our clients. The position holder is responsible to undertake all receptionist and clerical duties at the front desk of company's main entrance.

This position reports directly to the Head – Merchant Banking Unit.

Duties and Responsibilities:

The Duties and Responsibilities of a **Front Desk Executive** includes:

- Customer orientation and address to different types of queries/complaints.
- Familiarity with CRM systems and practices.
- Greet and welcome guests as soon as they arrive at the office and direct visitors to the appropriate person.
- Answer all incoming calls and redirect them.
- Support in the day-to-day administration of the office.
- Receive letters, packages etc. and distribute them to the concerned person.
- Prepare outgoing mail by drafting correspondence, securing parcels etc.

- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Any other work assigned by senior officials.

Qualification:

- Minimum bachelor's degree in business administration or any relevant discipline.
- Female candidates are highly encouraged to apply.
- Age not exceeding 25 years.

Required Skills and Attributes:

- Excellent written and oral communication skills.
- Client first attitude, professional demeanor, personal integrity and an understanding of fiduciary responsibility.
- Ability to multi-task and manage time effectively.
- Self-motivated, confident, detail-oriented.
- Willingness to take on additional operational responsibilities as needed.
- Excellent Microsoft Office skills.

Salary and Benefits:

As per Company's Policy.

How to apply

Interested candidates are requested to send their formal application to recruitment@garimacapital.com by **26th February, 2023 (14th Falgun, 2079)** before 17:00 hours.

Selected Candidates are required to attend interview. The company retains the right to reject one or all applications without assigning any reason whatsoever.