



Account & Admin Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 20, 2018
- **Deadline:** Nov. 28, 2018, 11:59 p.m.

Basic Job Information

Job Category : Accounting / Finance > Corporate accounting
Job Level : Mid Level
Employment Type : Full Time
Job Location : Namobuddha, Simalchaur Shyampati, Central Development Region, Nepal
Offered Salary : NRs. 25,000.00 - 40,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Must be proactive and have can do attitude
 - Must have good communication skills
 - Attention to detail
 - Self confidence and good interpersonal skill
 - Good knowledge of Accounting and Finances
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Job Description

- Collecting and mailing correspondence, copying information
 - Filing, faxing, assisting visitors
 - Managing appointments and managing the daily office schedule
 - Managing the office and supervising other staff members
 - Preparing checks and creating budgets
 - Calculating billing statements
 - Bank, Tax and VAT related work
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Applying Procedure

Apply Link : <https://merojob.com/account-admin-officer-7/>

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