



## Accountant / Admin

- **Vacancy for:** 1
- **Posted on:** Jan. 11, 2018
- **Deadline:** Jan. 20, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Accounting / Finance > Accounts, Administrative support  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- Applicants with 1years or more experience are preferred
  - Excellent Accounting knowledge
  - Up to date with necessary rules and regulation
  - Good attention to detail
  - Deadline-Oriented
  - Reporting Skills
  - Organized and systematic
  - Time Management
  - Confidentiality
  - Data Entry
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### Job Description

- Maintain the daily accounts and administrative task
  - Responsible for handling telephone/fax and be responsible for all incoming calls/faxes and communicating with relevant persons and projects
  - Conduct other general accounting duties, as assigned.
  - Manage/monitor daily office operation
  - Manage/Monitor logistics and resources
  - Preference will be given to candidates nearby Baneshwor area
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### Applying Procedure

Apply Link : <https://merojob.com/accountant-admin/>

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