

**REPUTED
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Executive Secretary

- **Vacancy for:** 1
- **Posted on:** Dec. 29, 2017
- **Deadline:** Jan. 5, 2018, 5:35 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations > Administration
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : NRs. 70,000.00 - 90,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 5 years

Other Specification

- Proven working experience as administration or Executive secretary
 - People oriented and results driven
 - Excellent active listening, negotiation and presentation skills
 - Strong Communication skill
 - Experience in preparing public bids preferred
 - Professional and friendly disposition
 - Proven ability to take a variety of different tasks without becoming overwhelmed
 - Excellent organizational and time
 - Management Skills Outstanding communication and negotiation abilities
 - Integrity and confidentiality
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Job Description

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc
 - Attend meetings and keep minutes
 - Receive and screen phone calls and redirect them when appropriate
 - Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
 - Make travel arrangements for executives
 - Handle confidential documents ensuring they remain secure
 - Prepare invoices or financial statements and provide assistance in bookkeeping
 - Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
 - Maintain electronic and paper records ensuring information is organized and easily accessible
 - Conduct research and prepare presentations or reports as assigned
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Applying Procedure

Apply Link : <https://merojob.com/admin-and-hr-manager-2/>

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