



## Admin - Documentation Officer

- **Vacancy for:** 3
- **Posted on:** Oct. 22, 2018
- **Deadline:** Nov. 23, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Sales / Public Relations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: Negotiable

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### Job Specification

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

### Other Specification

- Proficient typing and editing skills
  - Data organization skills
  - Attention to detail
  - BSc degree in English, Management or, related subject
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### Job Description

We are looking for an Admin - Document Officer to prepare, manage and file documents for our projects.

Document Controller responsibilities include typing contracts, archiving files and ensuring all team members have access to necessary documentation. Ultimately, you'll support our procedures maintaining transparent, up-to-date and easily traceable documents.

- Check for accuracy and edit files, like contracts, purchase documents
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed

### NOTE:

- Working shift: 11:00 a.m. - 7:00 p.m.
- Salary and Other Benefits: As per company rule

For more details of the position: [thakurintl.com](http://thakurintl.com)

**Shortlisted candidate will be invited immediately for a meeting.**

### Applying Procedure:

Interested candidates are requested to send their complete CV with expected salary at [career@thakurintl.com](mailto:career@thakurintl.com) or [jay@thakur.co](mailto:jay@thakur.co)

**OR,**

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## Applying Procedure

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

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