



Admin Incharge

- **Vacancy for:** 1
- **Posted on:** May 14, 2018
- **Deadline:** May 29, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Lazimpat, Kathmandu, Nepal
Offered Salary : NRs. 25,000.00 - 30,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- Must have completed Bachelors in business administration
 - Preference will be given to candidates having Masters degree in Business Administration
 - Proven 3+ years of experience as administration manager
 - In-depth understanding of office management procedures and departmental and legal policies
 - Should have excellent communication skills
 - Familiarity with financial and facilities management principles
 - Proficient in MS Office
 - An analytical mind with problem-solving skills
 - Excellent organizational and multitasking abilities
 - A team player with leadership skills
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Job Description

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
 - Assess staff performance and provide coaching and guidance to ensure maximum efficiency
 - Ensure the smooth and adequate flow of information within the school to facilitate other business operations
 - Manage schedules and deadlines
 - Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
 - Monitor costs and expenses to assist in budget preparation
 - Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
 - Organize and supervise other office activities (recycling, renovations, event planning etc.)
 - Ensure operations adhere to policies and regulations
 - Keep abreast with all organizational changes and business developments
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Applying Procedure

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

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