



Admin Officer

- **Vacancy for:** 1
- **Posted on:** Dec. 6, 2017
- **Deadline:** Feb. 14, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Anamnagar, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 10,000.00 - 15,000.00 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 1 year
Professional Skill Required	: Presence Of Mind, Attentive, Attention to Detail

Other Specification

- Manage office supplies stock and place orders
 - Prepare regular reports on expenses and office budgets
 - Maintain and update company databases
 - Organize a filing system for important and confidential company documents
 - Answer queries by employees and clients
 - Update office policies as needed
 - Maintain a company calendar and schedule appointments
 - Book meeting rooms as required
 - Distribute and store correspondence (e.g. letters, emails and packages)
 - Prepare reports and presentations with statistical data, as assigned
 - Arrange travel and accommodations
 - Schedule in-house and external events
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Job Description

- Familiarity with office equipment, including printers and fax machines
 - Knowledge of office policies and procedures
 - Experience with office management tools (MS Office software, in particular)
 - Excellent organizational and time-management skills
 - Strong written and oral communication skills
 - Problem-solving attitude with an eye for detail
 - High school diploma; additional qualifications as an Office Administrator or Secretary are a plus
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Applying Procedure

Apply Link : <https://merojob.com/admin-officer-62/>

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