



Executive Secretary and Administrative Assistant

- **Vacancy for:** 2
- **Posted on:** July 16, 2018
- **Deadline:** July 31, 2018, 11:55 p.m.

Functional Title: Administrative Analyst-1/Senior Administrative Analyst

Corporate Position: A0/MT

Job Location: Kathmandu

Required No: Few

Position Summary:

Administrative Analyst is responsible to ensure administrative activities of the company run smoothly on a daily and long-term basis. The position holder requires performing a variety of general administrative and clerical services. She will act as the point of contact for all employees and clients. She is further responsible for administrative tasks of CEO's office. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records. Specifically, she will:

- Handle telephone calls
- Handle petty cash
- Prepare regular reports on expenses and office budgets
- Act as a liaison officer between the clients and the Company
- Learn and be updated on the services and products of the Company
- Ensure every person that comes for enquiry fills up the general enquiry form
- Follow up any interested investors and fix up the meeting with available Relationship Manager
- Ensure messenger is provided with necessary support for timely completion of works related to Clients
- Ensure timely payment of utilities and keeps record of same
- Communicate and maintain good relations with the stakeholders of the company
- Manage office supplies stock and place orders
- Maintain and update client and company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Disseminate information to and from employees
- Assist in administrative works in Human Resources Department
- Maintain company calendar and schedule appointments
- Prepare correspondence letters both in English and Nepali
- 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
- Any other duties as assigned by the management

Required Skills:

- Excellent written and oral communication skills
- Client first attitude, professional demeanor, personal integrity and an understanding of fiduciary responsibility
- Ability to multi-task and manage time effectively
- Self-motivated, confident and detail-oriented
- Willingness to take on additional operational responsibilities as needed
- Nepali typing skill would be considered as an asset

Education and Experiences:

For candidates applying for the post of Administrative Analyst-1:

- Undergraduate degree (at least second division) in finance, accounts, management such as BBA/ BBS or ACCA/ CIMA Level I Qualified.
- Age not Exceeding 25 years

For candidates applying for the post of Senior Administrative Analyst:

- Master's Degree (at least first division) in commerce/management, statistics, finance, economics or CA/ACCA/CIMA/CFA Level II Qualified
- Age not exceeding 28 years

Salary and Benefits: As per Company's Policy

Selected Candidates are required to attend written exam and interview. The company retains the right to reject one or all applications without assigning any reason whatsoever.

Applying Procedure

Apply Link : <https://merojob.com/administrative-analyst-1senior-administrative-analyst/>

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