



## Administrative Assistance

- **Vacancy for:** 1
- **Posted on:** Feb. 23, 2018
- **Deadline:** March 2, 2018, 11:55 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

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

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### Job Description

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports Managers, employees and students through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material.

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

### Responsibilities:

- Performs General Clerical duties to include but not limited to the following:
- Answer and direct all incoming phone calls
- Organize & schedule students for classes
- Prepare all daily & monthly reports as required
- Maintain petty cash receipts & pay all bills as needed
- Update & maintain office Policies & Procedures as required
- Order office supplies as needed
- Develop and maintain student filing system
- Maintain office supplies as needed by staff
- Prepare student class schedules on a daily basis, as needed

### Requirements:

- Degree Preferred - BBA or BBS
- Have at least 3 years working experience as an Admin Assistant previously
- Proficiency in Accounting & Finance
- Must be proficient and fluent in English Language
- Proficiency in MS Office (Excel, PowerPoint, Word)
- Have working knowledge of Office Equipment, like printers, computer desktops/laptops
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skill
- Strong Organizational and verbal skills

### Additional Information:

- Work a 9 hour day/ 5 days a week/Monday thru Friday
- 2 days off
- Lunch provided
- Salary negotiable

- Hours are 8am to 5 pm

**Applying Procedure:**

Interested candidates must send their resumes along with a cover letter via email at [lltc.nepal@yahoo.com](mailto:lltc.nepal@yahoo.com) or in person to below address:

**Laseter Language Training Center (LLTC)Gatthaghar,**  
Madhyapur Thimi, Bhaktapur,  
Nepal(Opposite of Sangam Party Palace, Adjacent to Jagulu Tower)  
Contact no. **6637097** / **Cell: 9851201896**

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/administrative-assistant-58/>

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