



Administrative Assistant (Kathmandu)

- **Vacancy for:** 1
- **Posted on:** Aug. 7, 2017
- **Deadline:** Aug. 20, 2017, 11:55 p.m.

Location : Kathmandu

- Provide consistent and high-quality service in the day-to-day delivery of responsive, effective and efficient administrative activities. High School diploma or equivalent required, College Degree or business school is an advantage.
- Minimum 2 years experience working in an administrative role. Experience with a local or international NGO a plus. Experience with typing/word processing and working with various office equipment is a must. Proficiency in MS Office package (Excel, Word, PowerPoint, Outlook).

Applying Procedure

Please apply by sending a CV with a cover letter to HRNepal@crs.org by close of business on **August 20, 2017**. In the subject line, please indicate the position you are applying for.

Only shortlisted applicants will be contacted. CRS is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali Society. Applicants from disadvantage caste, under-represented ethnic groups, persons with disabilities and women are especially encouraged to apply.

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