



## Administrative Coordinator / Play Group Grade Teacher

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 15, 2016, midnight

### Basic Job Information

Job Category : Teaching / Education  
Job Level : mid  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Visionaries with 360 degree managerial skills for exponential growth of school
  - Excellent in verbal & written communication skills
  - Must possess IT skills and should have pleasant personality
  - Preference will be given for convent studied
  - Minimum 3 years of experience in the related field
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### Job Description

- The candidate would be responsible to bring in all areas of academic administration, parent delight
- Other duties as assigned

**Salary:** No bar for right candidates and our remuneration is the best in the industry

### TO APPLY:

Qualified & interested candidates are requested to send their updated resume along with a cover letter to [poontomila@gmail.com](mailto:poontomila@gmail.com)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/administrative-coordinator-play-group-grade-teacher/>

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