



Office Administrator

- **Vacancy for:** 1
- **Posted on:** Dec. 7, 2018
- **Deadline:** Dec. 17, 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

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Analytical, Communication

Other Specification

- Bachelor Degree in BBA/BBS/BL/ BA English Medium (Having BBA with strong English language will be high preferable)
 - Experience of at least 2 years in a well reputed Organization (Experience of related job in Construction Business will be high preferable)
 - Knowledge of Company act, Government rules & regulations & Insurance Policies about the construction business
 - Excellent typing skills in Nepal
 - Strong written & communication skills in English
 - Independent, having a high team working spirit and able to work under pressure
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Job Description

Administrative Officer will overlook all day to day administrative transaction of the company along with its associated J.V. Projects

Responsibilities & Duties:

- Prepare bidding papers as per tender requirement
 - Prepare draft letters to co-operate consultants for needful activities
 - Prepare legal documents as per requirement of Government authorities
 - Prepare contract agreement with supplier and petty contractor
 - Play role of Liaison officer with Government authorities and Company to solve the issues occurred in business transaction
 - Keep proper record of Company properties and up to date insurance policies
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Applying Procedure

Candidates meeting the above mentioned criteria are requested to apply within **17st Dec 2018** with Resume, Cover letter, Expected salary and other supporting documents in the following email: vacancyatpacificbuilders@gmail.com

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