



Administrative Officer - One

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

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : mid
Offered Salary : None

Job Specification

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

Other Specification

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Job Description

We are seeking an outstanding administrator who is dedicated, creates fun while working, responsible for undertaking day to day assignments (*that includes supervision, vendor/supplier relation, logistics management, and procurement*) to join our administration team of Nepal Republic Media.

Responsibilities:

- Coordinate with different vendors and suppliers for procurement
- Process and monitor property bills for office; and handle office stationeries.
- Prepare official letters in both Nepali and English; maintain all the departmental data, files and documents up to date
- Supervise some clerical staffs, maintain their attendance, OT, Logbook, and provide payroll information to the HR
- Perform other clerical duties such as filing, printing, photocopying etc.

Experience: Few years of experience in office administration

Requirements:

- Good on MS. Office (word and excel); data analysis, and reporting
- A good team player and can work in any stressful situation
- Smart, confident and solid communication skills in both written and verbal

TO APPLY,

If you are Passionate, keen to learn, Flexible and committed; please forward your resume at: vacancy@nagariknews.com within 7 days from the date of this vacancy published.

OR,

Applying Procedure

Apply Link : <https://merojob.com/administrative-officer-one/>

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