



## Admin/Operations Officer

- **Vacancy for:** 4
- **Posted on:** Nov. 4, 2018
- **Deadline:** Dec. 5, 2018, 11:55 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Jawalakhel, Lalitpur, Nepal  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

#### Knowledge, Skills and Abilities:

- Confidence and motivation with an enthusiastic approach
- Good organization and communication skills, both written and verbal
- A good knowledge of Microsoft Office and email correspondence
- Able to perform assigned duties and responsibilities with limited supervision
- Planning & organizing

#### Competencies:

- Self-motivated
  - Positive Attitude
  - Team player
  - Behave ethically
  - Communicate effectively
  - Foster teamwork
  - Lead, organize, plan, execute and
  - Solve any kind of complex problem or cope any complex situation
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### Job Description

- Communicating with clients and maintaining records, establish work procedures and schedules, and keep track of the daily work of clerical staff
  - Oversee and direct daily company administrative processes and procedures
  - Documentation for mobilization of candidates
  - Schedule meetings and handling call, report to and assist the Directors and Managers Directors and Managers
  - Distribute and store correspondence (e.g. letters, emails and packages)
  - Other duties as assigned
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### Applying Procedure

Apply Link : <https://merojob.com/adminoperations-officer-2/>

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