



Assistant Documentation Officer

- **Vacancy for:** 1
- **Posted on:** Nov. 28, 2017
- **Deadline:** Dec. 12, 2017, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Entry Level
Employment Type : Full Time
Job Location : Putalisadak, Kathmandu
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Candidate should have good command in English
 - Should be familiar with office package (computer)
 - Should be polite with pleasant personality
 - Should be smart and honest
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Job Description

- Preparing application
 - Guide students to complete the application form and documents required for Offer
 - Responsible for making follow-up to the students
 - Responsible for interview arrangements
 - Responsible for updating students regarding application status
 - Handling phone call
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Applying Procedure

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

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