



## Admin Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 29, 2018
- **Deadline:** Nov. 14, 2018, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: Not Required
Professional Skill Required	: Leadership, Communication, Interpersonal Skills

### Other Specification

- Must have completed Intermediate (+2)
  - Must have excellent communication and interpersonal skills
  - The ability to work well in teams, motivate and develop staffs
  - Should have leadership skills
  - Confident and a good business sense
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### Job Description

- Managing the daily running activities
- Maintaining up-to-date knowledge of organization development
- Supervise and motivate staffs
- Assist the Manager in organizing, planning and implementing strategy basic
- Responsible for promoting our services

**NOTE:** Both male and female above 25 years of age may apply.

### Applying Procedure:

Interested and eligible candidates are requested to send us their updated CVs to [panchawotihome@gmail.com](mailto:panchawotihome@gmail.com)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/assistant-manager-84/>

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