



Business Operation Executive (Jr. Level)

- **Vacancy for:** 1
- **Posted on:** May 9, 2018
- **Deadline:** May 19, 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 : More than or equal to 1 year

Other Specification

- Bachelor's degree in a business related discipline or any stream of management having at least second division from recognized University.
 - About 1years of experience in the field of accounts. Experience is preferred but not mandatory. Fresher are highly encouraged to apply.
 - Good knowledge of Accounting Software, DMS
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Job Description

To Provide assistance to a Sales & Operations as:

- Data Collection. Collects various forms of data pertaining of the sales & inventory
- Record Keeping. Keeps a record of information obtained (database information, hard files, etc.)
- Data Analysis. Conducts analyses of data. Interprets, draws conclusions, and discusses with parent principal
- Report Preparation. Prepares various reports containing descriptive, analytical, and evaluative content that may be submitted for sales and claims

TO APPLY:

Only shortlisted candidates will be called for the further selection process. Company reserves the right to reject any application without assigning any reasons. Canvassing at any stage of the process shall lead to automatic disqualification.

To apply, Interested candidates are requested to send their updated resume along with cover letter to careers@ims-np.com or hr@ims-np.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/business-operation-executive-jr-level/>

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