



Chief Administration Officer

- **Vacancy for:** 1
- **Posted on:** Sept. 6, 2018
- **Deadline:** Sept. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Top Level
Employment Type	: Full Time
Job Location	: Parwanipur, Parsa District
Offered Salary	: Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

- Must have more than 10 years of experience in senior administration position
 - In depth knowledge of general administration of manufacturing factory and office
 - Solid understanding of business functions (HR, finance etc.)
 - Knowledge of fiscal planning, budgeting and reporting
 - Knowledge of relevant laws and regulations (e.g. SEC)
 - Proficient in MS Office and databases
 - Outstanding communication and interpersonal skills
 - Ability in decision-making and problem-solving
 - Excellent organizational and leaderships skills
-

Job Description

- General Office Administration
- Industrial Labour Relations and Human Resource management
- Management of Security of personnel and properties of the premises
- Management of procurement and supply of spare parts and store supplies to the factory
- Management of time keeping of staffs and workers
- Management of construction, repair and maintenance of buildings and utilities
- Maintenance of public relations with government non-government organizations and local communities

Note:

- **Salary:** As per Company's rules and regulation
 - **Age:** Above 45 years
-

Applying Procedure

Interested candidates are required to send their job application including Nepali Citizen Certificate, Educational Qualification, Job experience documents and other personal details to following address:

Mrs. Sunila Tuladhar
Himal Iron & Steel (P) Ltd.
Jyoti Bhawan, Kantipath, Kathmandu
Email: techplanning@himalsteel.com.np
Mobile: 9841033748
Phone: 014257041

Generated By

