



## Corporate Executive

- **Vacancy for:** 1
- **Posted on:** Dec. 7, 2018
- **Deadline:** Dec. 16, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations > Administration, Administrative support, Office management & co-ordination
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Bishalnagarmarga, Naxal, Kathmandu, Nepal
Offered Salary	: Negotiable

### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Legal Research, Handling Courts Matters, Oral And Written Communication, Teamwork, Nepali Writing, Organisation Skills

### Other Specification

- Excellent Nepali Writing
- Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook
- Ability to work in company's software
- Excellent communication skills with peers of all levels up to senior management
- Ability to work largely on own initiative
- Excellent Leadership Skills

**(Applicants with below additional skills would be given priority.)**

- *Bachelor in law (LLB) Or,*
- *Major subject Nepali*

### Job Description

- Write letters in Nepali to various Organization/companies
- Create content in Nepali for various purpose
- Update Knowledge of substantive law and procedures regularly
- Liaise with various government offices, courts and other stakeholders
- Maintain legal procedures of the companies
- Handle legal and administrative activities of the business
- Handle special cases with our stakeholders
- Creating new product ideas, advise on whether the company should diversify into new markets
- Determining if the company needs to shed divisions or employees or cut costs in other ways during down times
- Identify, manage and deal with politically sensitive/controversial/ confidential issues
- Other activities as per company's requirement

### Applying Procedure

Apply Link : <https://merojob.com/corporate-executive-admin-and-legal-officer-2/>

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