



## Data Entry/IT Support

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** March 30, 2016, midnight

### Basic Job Information

Job Category : IT & Telecommunication  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : Not Required

### Other Specification

- Should possess have good typing skills both in English and Nepali
  - Should have the knowledge of web portal, word process, computer troubleshooting
  - Should be able to work independently
  - Should be able to work on deadlines
  - Should be proficient in computer skills (Email, Internet, MS Word, MS Excel, MS PowerPoint etc.)
  - Should be able to work in a Team
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### Job Description

- Timely updates of all vacancies announced in newspaper to the portal in assigned time effectively and efficiently
- Troubleshooting the computer problems
- Timely reports to the concerned authority of all job performed
- Perform all the activities as assigned by the concerned authority

Benefits and more:

- Gross monthly salary of NRs. 10,000.00 + Incentive
  - In addition to gross salary, benefits such as festival bonus, subsidize lunch and other benefits such as Provident Fund, Insurance after confirmation of employment
  - Dynamic and challenging working environment for better learning and career growth opportunity
  - Good working culture and environment
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### Applying Procedure

Apply Link : <https://merojob.com/data-entryit-support/>

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