



## Documentation Officer

- **Vacancy for:** 1
- **Posted on:** Aug. 8, 2017
- **Deadline:** Aug. 21, 2017, 11:55 p.m.

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Kathmandu, Central Development Region, Nepal  
Offered Salary : Negotiable

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : More than or equal to 1 year

### Other Specification

- Smart and pleasant personality with bilingual proficiency (Nepali & English)
  - Able to handle tasks independently
  - Proficient at MS office (Word, Excel, Power Point and Outlook) with smooth English and Nepali typing
  - Knowledge for operation of Photoshop, email, internet is must
  - Skills for balanced work under pressurized situation
  - Two-wheeler with valid driving license is must
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### Job Description

- Responsible for office clerical duties and to maintain office correspondence
  - Liable to draft documents, filing and data entry
  - Maintain communication and coordination with insiders and outsiders
  - Perform both office and field work for relevant correspondence
  - Other duties are as assigned by senior executives
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### Applying Procedure

Apply Link : <https://merojob.com/documentation-officer-29/>

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