



Documentation Officer

- **Vacancy for:** 2
- **Posted on:** May 17, 2018
- **Deadline:** May 25, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathamndu
Offered Salary : NRs. 20,000.00 Monthly

Job Specification

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

Other Specification

- Should have good SOP writing skills
 - Applicant should be a team player
 - Prior experience in related field is preferable and freshers can also apply
 - Proficiency in the English language will be highly preferred
 - Computer proficiency with high level of familiarity with database management program
 - Good communication and presentation skills
 - Must have knowledge of Photoshop, Designing and basic IT
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Job Description

- Arrange Documentations of Visa Applicants.
 - Ensure proper documentation of all reports and materials
 - Undertake data cleaning and preparation of records
 - Assist in procuring documents required for their area of responsibility
 - Other duties as assigned
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Applying Procedure

Apply Link : <https://merojob.com/documentation-officer-52/>

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