



Documentation Officer

- **Vacancy for:** 3
- **Posted on:** Oct. 26, 2018
- **Deadline:** Nov. 30, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 2 years

Other Specification

- Able to handle national as well as international correspondence
 - Minimum 2-3 years of experience
 - Excellent verbal as well as written communication skill
 - Capable to do documentation for tender related task
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Job Description

- Arrange documents and ensure proper documentation of reports
- Assist in procuring documents required for different area of responsibility
- Maintain Communication and coordination with insiders and outsiders
- Research the topic of correspondence and draft replies

Applying Procedure:

Intrested Candidate can submit their updated resume with cover letter to hr@himalref.com.np by mentioning the position applied in subject line.

For Inquiry:

Sanepa, Lalitpur, Nepal

Ph.: 01-5520123, 5520260, 5521123, 5013190

OR,

Applying Procedure

Apply Link : <https://merojob.com/documentation-officer-55/>

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