



## Documentation Officer

- **Vacancy for:** 4
- **Posted on:** Dec. 4, 2018
- **Deadline:** Dec. 15, 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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Bachelors Degree holder in any discipline
  - Possess excellent written and spoken English
  - Possess highly interactive and interpersonal skills
  - Have positive attitude and high level of commitment towards work
  - Good knowledge of computer including Photoshop
  - Should have presentable personality
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### Job Description

- Handling visa requirements for students, business and tourist visas
- Looking after documentation for visa requirements
- Coordinate with embassy and attending client's queries through phone and email
- Provide administrative support to the visa office
- Effectively manage own and teams caseload under time pressures and with resource constraints
- Deal with a range of clients and stakeholders
- Prepare correspondence to clients and stakeholders
- Undertake case related investigation including site visit

#### Note:

- Salaries and benefits are negotiable

#### Applying Procedure:

Interested candidates are requested to mail their CV at [recruitment@amityglobalgroup.com](mailto:recruitment@amityglobalgroup.com)

OR,

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#### Applying Procedure

Apply Link : <https://merojob.com/documentation-officer-58/>

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