



Documentation Officer (Female)

- **Vacancy for:** 2
- **Posted on:** Jan. 7, 2018
- **Deadline:** Jan. 17, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
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 or equal to 2 years

Other Specification

- Should have Office Administrator Skill
 - Smart and pleasant personality with bilingual proficiency (Nepali & English)
 - Able to handle tasks independently
 - Proficient in MS Office (Word, Excel, PowerPoint, Outlook and Graphic Designing) with smooth English and Nepali typing
 - Knowledge of operation of Photoshop, email, internet is must
 - Skills for balanced work under pressurized situation
 - Two-wheeler with valid driving license is must
-

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

Please Note: Need Applicants who can communicate well in English with pleasing personality

TO APPLY:

Interested and eligible candidates are requested to send their updated resume at theriver@wlink.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/documentation-officer-female-11/>

Generated By

