



Executive

- **Vacancy for:** 5
- **Posted on:** Oct. 13, 2017
- **Deadline:** Oct. 23, 2017, 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 or equal to 2 years

Other Specification

- Bachelor/Master's degree in a business-related discipline such as management. (HR, Marketing, Finance, Sales, IT, etc). Experience is preferred but not mandatory
- Fresher are highly encouraged to apply

Key Skills

- Writing Skills
 - Reporting Skills
 - Scheduling, Microsoft Office Skills
 - Organizing, Time Management
 - Presentation Skills
 - Travel Logistics
 - Communication skills
- Business Development Manager Job Profile
Job Overview
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Job Description

Purpose of the Job:

- To enhance the effectiveness by providing information management support; representing the executive to others. Also to assist and manage effective programs to compensate, coach, appraise and backbone to subordinates

Main responsibilities:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data
- Correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Maintains organizational confidence and protects operations by keeping information confidential
- Completes projects by assigning works; following up on results
- Preparing reports by collecting and analyzing information
- Contributes to team effort by accomplishing related results as needed

Reporting to: Department Head

Associates (Team): Business Units

TO APPLY:

Please send your updated resume along with cover letter, passport size pic. and also mention preferred location to careers@ims-np.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/executive-2/>

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