



## 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

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### 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](mailto:careers@ims-np.com)

**OR,**

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**Applying Procedure**

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

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