



Executive Assistance to MD (Station Biratnagar)

- **Vacancy for:** 1
- **Posted on:** July 12, 2018
- **Deadline:** July 22, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : More than or equal to 1 year

Other Specification

- Intermediate/Bachelor Degree preferably with some relevant work experience
 - Proficiency in Hindi/Nepali and English. Proficiency in Maithili preferred
 - Excellent communication skills
 - Should be a team player
 - Motorbike driving license is required
 - Candidate having own motorcycle preferred
 - Having strong work & general ethics
 - Should be self motivated
 - Must have good knowledge of MS office package.
 - Knowledge of Networking preferred
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Job Description

- Manage correspondence and appointments
 - Help MD in his day to day work
 - Keep physical and electronic infrastructure of the office up-to-date
 - Make travel arrangements
 - Manage phone calls and emails
 - Exercise confidentiality with sensitive company information
 - Act as the point contact between MD and employees/clients
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Applying Procedure

Apply Link : <https://merojob.com/executive-assistance-to-md-station-biratnagar/>

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