



Executive Assistant

- **Vacancy for:** 1
- **Posted on:** July 1, 2018
- **Deadline:** July 21, 2018, 11:59 p.m.

Basic Job Information

Job Category : IT & Telecommunication > Administration
Job Level : Entry Level
Employment Type : Full Time
Job Location : New Baneshwor, Kathmandu, Central Development Region, Nepal
Offered Salary : NRs. 8,000.00 - 15,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year
Professional Skill Required : MS Office Suite, Internet, Email, Communication, Computer Operation

Other Specification

- Administrative Writing Skills
 - Reporting Skills
 - Microsoft Office Skills
 - Time Management
 - Presentation Skills
 - Verbal Communication
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Job Description

- Enhance executive's effectiveness by providing information management support;
 - Representing the executive to others
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Applying Procedure

Apply Link : <https://merojob.com/executive-assistant-28/>

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