



## Executive Assistant (Corporate) - MD

- **Vacancy for:** 1
- **Posted on:** Oct. 2, 2018
- **Deadline:** Nov. 2, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Corporate Office, Naxal, Kathmandu
Offered Salary	: Negotiable

### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 2 years

### Other Specification

- Must have a minimum Bachelor's degree from recognized University
- Must have proven working experience in similar position
- Ability to work independently and as part of a team
- Knowledge of Microsoft Office Package
- Strong analytical ability with active listening skills
- Ability to maintain the confidentiality of sensitive information
- Willingness to adapt to changing business needs and deadlines
- Advanced communication and interpersonal skills
- Should be cooperative and possess pleasant personality with positive attitude
- Should be outspoken, flexible on time, cooperative and trustworthy

### Job Description

**Report To:** Managing Director

### Job Summary:

Responsible for supporting high-level executives and management or entire departments, Provide administrative support and perform numerous duties, including scheduling, writing correspondence, emailing, handling visitors, public relation, embassy dealing, routing callers, and answering questions and requests

### Major Duties and Responsibilities:

- Maintain department schedule in calendars with proper plan
- Assist MD for his daily works and activities
- Coordinate travel arrangements; prepare itineraries
- Schedule Meeting, Prepare Minutes of Meetings
- Assist in the planning and preparation of meetings, conferences etc
- Provide office support services in order to ensure efficiency and effectiveness within the Corporate Office
- Secretarial tasks such as taking notes, planning, and organization of meetings
- Maintain the general filing system and file all correspondence with document control
- Facilitate administrative and clerical support to departments or individuals
- Arrange for outgoing mail and packages to be picked up.
- Greet and receive visitors
- Determine matters of top priority and handle accordingly.
- Takes and transcribes dictation
- Draft speeches with Managing Director

### Applying Procedure:

Qualified candidates are requested to submit their updated resume along with motivation letter, clearly mentioning for the post of "**Executive Assistant - MD**" at [hr@shankergroup.com](mailto:hr@shankergroup.com) not later than 30 days from the date of publication.

*Only candidates who are under serious consideration will be communicated for the further selection process.*

*The company reverse the right to accept/reject any or all applications without assigning any reason whatsoever.  
Canvassing at any stage of the processes shall lead to automatic disqualification.*

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### **Applying Procedure**

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

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