



## Executive Secretary

- **Vacancy for:** 1
- **Posted on:** Sept. 11, 2017
- **Deadline:** Oct. 11, 2017, 11:55 p.m.

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry  
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

- Proven experience as executive secretary or similar administrative role
  - Proficient in MS Office
  - In depth knowledge of office management
  - Familiarity with basic research methods and reporting techniques
  - Excellent organizational and time-management skills
  - Outstanding communication (verbal and written) and negotiation abilities
  - Integrity and confidentiality
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### Job Description

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned

### Applying Procedure:

Interested Candidates must send CV at [info@makaluair.com](mailto:info@makaluair.com).

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/executive-secretary-48/>

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