



Executive Secretary

- **Vacancy for:** 1
- **Posted on:** Jan. 10, 2018
- **Deadline:** Jan. 18, 2018, 11:55 p.m.

Basic Job Information

Job Category : Hospitality
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Must have completed Bachelors degree in any discipline
 - Must have experience of at least two years working in a similar role, preferably in a five-star hotel
 - Must have native-speaker level communication skills in both Nepali and English
 - A calm and positive attitude backed by discretion and confidentiality is essential
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Job Description

- Able to handle correspondence, reports and minutes independently to a high level of literacy, with a demonstrated proficiency in Mac computers and Microsoft Word, Excel, Outlook, and PowerPoint
- Provide administrative and secretarial support to the Executive Director and senior management in the Corporate Office
- Able to manage multiple demands and tasks with minimal direction in a fast-paced environment

TO APPLY:

Interested and qualified candidates should forward a detailed copy of their resume, stating current and expected salary and availability by **17th January 2018**, to the following address:
hrd@annapurna.com.np or

Human Resources Manager,
Hotel Annapurna, Durbar Marg, Kathmandu.
P.O. Box 140, Durbar Marg, Kathmandu
Phone No. 977-1-4221711
Fax: 977-1-4225236 or 4259596

Only short-listed candidates will be called for interview.

Applying Procedure

Apply Link : <https://merojob.com/executive-secretary-59/>

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