



# 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	:	Bachelor
Experience Required	:	More than or equals 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

## 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](mailto: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.***

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