



Executive Secretary cum Administrative Assistant

- **Vacancy for:** 1
- **Posted on:** Sept. 23, 2018
- **Deadline:** Sept. 30, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
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

- Should have completed Bachelors degree
 - Have at least 2-3 years working experience as an Admin Assistant previously
 - Proficiency in Accounting & Finance
 - Must be proficient and fluent in English Language
 - Proficiency in MS Office (Excel, PowerPoint, Word)
 - Excellent time management skills and ability to multi-task and prioritize work
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Job Description

- Performs General Clerical duties to include but not limited to the following:
 - Answer and direct all incoming phone calls
 - Organize & schedule students for classes
 - Prepare all daily & monthly reports as required
 - Maintain petty cash receipts & pay all bills as needed
 - Update & maintain office Policies & Procedures as required
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Applying Procedure

Apply Link : <https://merojob.com/executive-secretary-cum-administrative-assistant/>

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