



Executive Secretary to CEO

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 7, 2012, midnight

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- A minimum of three years of experience in providing secretarial or administrative support to a senior level officer in a relevant field.
 - Highly organized and professional.
 - Outstanding communication skills in English and Nepali in both verbal and written.
 - Integrity and the ability to respect and maintain the confidentiality and best interests of the company.
 - Excellent customer relations backed with diplomacy and discretion.
 - Excellent telephone manner and handling skills.
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Job Description

- Provide high level administrative support, such as preparing reports and memoranda, scheduling meetings, planning business trips, handling telephone calls, visitors and research.
 - Ensure that the CEO's schedule runs smoothly. Prepare reports, take minutes, schedule appointments and manage the CEO's calendar.
 - Schedule meetings, answer general queries from the Board of Directors, circulate agenda and any pertinent documents before a board meeting, take minutes and circulate after the meeting.
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Applying Procedure

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

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