



Executive Secretary

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Oct. 30, 2014, 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

- Minimum 3 years of progressive experience as an executive secretary
 - Excellent command in both written & spoken English
 - Pleasing personality with excellent interpersonal skills
 - Time Management skill
 - Good documentation and presentation skills using PowerPoint, Visio and Microsoft Project
 - Excellent Team Player
-

Job Description

- Planning and scheduling meetings and appointments
- Preparing and editing correspondence, reports & presentations
- Alert managers about cancelations or new meeting
- Prepare confidential and sensitive documents
- Prepare agenda for meetings
- Plans events and volunteer activities
- Prepare statistical reports
- Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records
- Operate office equipment, such as photocopy machine and scanner
- Receive and relay telephone messages
- Greet and receive visitor
- Organizing and maintaining files and records
- Provide administrative and clerical support to departments or individuals
- Managing the day-to-day operations of the office

TO APPLY:

Interested candidates are requested to send their updated resume to hr@airtech.com.np

OR,

Applying Procedure

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

Generated By