



## HR Secretary (Female)

- **Vacancy for:** 2
- **Posted on:** March 20, 2018
- **Deadline:** April 4, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Human Resource /Org. Development  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- At least bachelors level passed with 2 years experience in similar field.
  - Should have telephonic skills
  - Verbal communication with Fluency (Both in English and Nepali)
  - Good knowledge of Microsoft office
  - Should be a Professional and have good listening skills
  - Should be customer focused
  - Must be able to handle pressure
  - Should be initiative, loyal and mature
  - A well-groomed appearance
  - Respect confidentiality and discretion
  - A positive attitude
  - Attending & recording telephone calls
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### Job Description

- Answering calls, taking messages and handling correspondence
- Maintaining log books and arranging appointments
- Typing, and preparing reports and meeting minutes
- Systematically filing necessary documents
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Implementing new procedures and administrative systems
- Coordinating and corresponding with emails and similar tasks

### Applying Procedure:

Interested Candidates must send updated CV at Email: [cm@vmsnepal.com](mailto:cm@vmsnepal.com)

OR,

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### Applying Procedure

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

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