IT Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** April 22, 2017, midnight

Basic Job Information

Job Category   : IT & Telecommunication
Job Level   : entry
Job Location   : Kathmandu
Offered Salary   : None

Job Specification

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

Other Specification

- Minimum 1 year experience in relevat field
- Sound knowledge of Wordpress CRM
- Intermediate Knowledge on HTML, CSS and JS
- Good writing and article creation skills
- Sound proficiency in spoken and written English

Job Description

- Handle the domain, website and emails of the organization
- Organize and Manage the events, fairs, seminars and other various sessions
- Design banners and flex for events and website
- Train all the staffs, including the branch offices about the practices in the organization
- Daily monitoring of system and networks
- Handle the online queries, and improve the quality of website
- Improve our online presence and CTR using SEO and SMO techniques
- Be self-driven instead of goal-driven
- Responsible for analysing the tasks and generating progress reports

TO APPLY:
Interested and eligible candidates are requested to forward their updated resume to
admin@kiec.edu.np

OR,

Applying Procedure

Apply Link : https://merojob.com/it-officer-28/