



## IT officer

- **Vacancy for:** 2
- **Posted on:** Aug. 31, 2017
- **Deadline:** Sept. 10, 2017, 11:55 p.m.

### Basic Job Information

Job Category : IT & Telecommunication  
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  
Professional Skill Required : Creation Skills, Css, HTML, Javascript

### Other Specification

- Must be proficient on Networking and Hardware. MCSE certified or A+ certified candidates will be given preference
  - Minimum 2 years of work experience in relevant field
  - Sound knowledge of Wordpress CRM
  - Intermediate Knowledge of HTML, CSS, and JS
  - Good writing and article creation skills
  - Sound proficiency in spoken and written English
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### 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 analyzing the tasks and generating progress reports

### TO APPLY,

Write a brief cover letter and attach your CV and email to [hrm@niec.edu.np](mailto:hrm@niec.edu.np) You can also drop your cover letter and CV at the front desk of NIEC's head office at Share market Complex, Putalisadak. All applications must reach us on or before the **10th Sep 2017**.

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/it-officer-59/>

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