



Junior Officer - Admin/Finance

- **Vacancy for:** 1
- **Posted on:** April 18, 2018
- **Deadline:** April 28, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Job Description

The candidate will be responsible for finance and admin related work. Listed below are the minimum qualification and other requirement /s for the position:

- Bachelor's Degree in Business Studies, preferably 1 year of experience
- Knowledge of income tax, VAT and withholding tax applicable in Nepal.
- Knowledge in Accounting Software will be preferred
- Self-motivated
- High level of verbal and written communication skills
- Focus on time and resource management
- Should have a Nepali Citizenship
- Fresher are encouraged to apply

We offer an exciting, fun and friendly work environment along with several great benefits. At Sanima Hydro, employees are encouraged to bring their innovative and creative ideas to work and to take up challenges. Everyone is given opportunities to learn and develop through knowledge sharing across the whole organization and a career growth plan that fits their ambition. If you want to join a committed and hard-working team, you'll thrive at Sanima Hydro

How to Apply for this Job?

Please send your CV and a letter of motivation along with educational details, work experience and expected salary, before 27th April 2018, to: sanima@sanimahydro.com

Only shortlisted candidates will be called for further selection process. SHEPL reserves the right to accept and reject any application, without assigning any reason whatsoever. The decision of SHEPL in this regard shall be final and binding to the applicants. Canvassing at any stage of the process shall lead to automatic disqualification.

OR,

Applying Procedure

Apply Link : <https://merojob.com/junior-officer-adminfinance/>

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