



Logistic Officer

- **Vacancy for:** 7
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 11, 2017, midnight

Basic Job Information

Job Category : Commercial / Logistics / Supply Chain
Job Level : Mid Level
Job Location : Bhaktapur, Biratnagar, Narayangadh , Kohalpur
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

- Bachelors/MBA Passed/MBA Running or equivalent degree
 - Minimum 3 years of working experience in relevant field
 - Must have two-wheeler driving license
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Job Description

- Assist the Project Coordinator on logistic activities of the organizations. Maintain and update the office filing system
 - Maintain confidential records and files
 - Procure goods and services based on the organization rules and regulations
 - Provide day-to-day support to staffs on related work and identify future needs
 - Ensure the works regarding rental and lease agreements and contracts
 - Maintaining all the logistic or transportation related records in any organization.
 - Maintain stock book assets, record book, physical verification of Inventory and reporting
 - Provide day-to-day support to staffs on related work and identify future needs
 - Work as a team member
 - Undertake other duties as reasonably assigned by the Line Manager
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Applying Procedure

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

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