



Manager

- **Vacancy for:** 1
- **Posted on:** Sept. 21, 2018
- **Deadline:** Sept. 29, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu with frequent visits outside the valley
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- Must have completed Bachelors Degree in Management, International Relations or any field. Masters level preferred
 - Must have experience of more or equals to 3 years in a consulting firm or similar field
 - Must have excellent leadership and communication skills
 - Team player and leadership qualities with ability to work under pressure
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Job Description

- Ensure the smooth running of an office on a day-to-day basis and manage a team of administrative, public relations and support staff
- Organizing daily staff meetings 2 times in a day (Morning and Evening) for smooth operation and customer satisfaction
- High attention to detail and a focus on fact-based decision making.
- Handling major complaints that could not be solved by other staff members and provide sustainable solutions to problems
- Monitoring Reports of Junior staff and giving instructions and guidance to improve their performance
- Should also possess the ability to manage staff, effectively organize tasks and processes, and work efficiently under stress
- Should not have a problem in working hours. Generally, working hours can also be 8+ hours per day

Salary and Benefits: Negotiable as per qualifications and experience

Applying Procedure

Apply Link : <https://merojob.com/manager-203/>

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