

**REPUTED
COLLEGE**

Marketing Assistant/ Admin Assistant

- **Vacancy for:** 1
- **Posted on:** Aug. 8, 2017
- **Deadline:** Aug. 20, 2017, 11:59 p.m.

Basic Job Information

Job Category : Marketing / Advertising / Customer Service > Administration
Job Level : Mid Level
Employment Type : Full Time
Job Location : Sanepa
Offered Salary : NRs. 15,000.00 - 17,000.00 Monthly

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required
Professional Skill Required : Digital Marketing Concept, Good Personality ., Good Knowledge On Office Package, Communication

Job Description

- Compiling financial and statistical information such as budget spreadsheet of students/events
- Writing reports, company brochures and similar documents.
- Organizing and hosting presentation
- Assisting with promotional activities
- Visiting colleges/external agencies/schools for marketing purpose.
- Helping to organize market research
- Facebook replies and handling telephone conversations first stage.
- Updating website content
- Helping in administrative work
- Assisting program coordinator in daily activities
- Providing academic counseling to the college visitors and counseling through telephone

Applying Procedure:

Interested candidates are requested to send their CV at **Email:** vacancyopenat@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/marketing-assistant-admin-assistant-2/>

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