



## Office Administrator

- **Vacancy for:** 1
- **Posted on:** Nov. 1, 2017
- **Deadline:** Nov. 15, 2017, 11:59 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Kamal Pokhari, Kathmandu, Central Development Region, Nepal  
Offered Salary : NRs. 10,000.00 - 15,000.00 Monthly

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : Not Required

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### Job Description

- Manage minor operation related activities at the office.
  - Help in carrying out logistics activity of the organization.
  - Help finance officer in issuing and dropping bills.
  - Have to manage social media accounts of the company.
  - Other Operations related activities.
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### Applying Procedure

Apply Link : <https://merojob.com/office-administrator-17/>

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