



Office Assistant (Male)

- **Vacancy for:** 1
- **Posted on:** Sept. 10, 2018
- **Deadline:** Sept. 23, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations > Administrative support, Office Assistant
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Sanepa, Patan, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: School (Slc/ See)
Experience Required	: Not Required
Professional Skill Required	: Teamwork, Driving Skills, Communication

Other Specification

- Must have completed SLC/SEE
- Must have atleast least 1 year of experiece in the same post or 2 years of experience in the similar field
- Able to drive 2 wheeler and a license holder
- Able to work under pressure
- Willing to take challenges
- Willing travel as required
- Able to read documents

Key Performance Indicators (KPIs)

- Positive attitude to work
 - Timely attendance to office
 - Timely completion of given tasks
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Job Description

Purpose of the position:

- To assist various officers for smooth operation of office activities

Reporting to: HR/Admin Officer/Sr. Business Development Officer / Account Officer

Responsibilities and Duties:

The Sr. Office Assistant is responsible for, but not limited to these:

- Support for all business development functions
 - Support for HR/admin/account function
 - Follow up with clients for payment updates
 - Making office accidental free environment
 - Making office clean and healthy place
 - Travelling to various places as per requirements.
 - Other related works
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Applying Procedure

Apply Link : <https://merojob.com/office-assistant-285/>

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