



## Office Assistant (Male Preferable)

- **Vacancy for:** 1
- **Posted on:** Oct. 7, 2018
- **Deadline:** Nov. 8, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : More than or equal to 1 year

### Other Specification

- Must have completed intermediate level
  - Should have 1 year of work experience in relevant field
  - Good interpersonal communication skills
  - Knowledgeable on basic office procedures, methods and computer equipment
  - Process mail, courier, and other documents/packages both incoming to, and outgoing from the office.
  - Deliver and pick up documents within the office
  - Ability to assess problems and develop solutions
  - Possession of driver's license
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### Job Description

- Assisting in various business process as and when required by the executive
  - Handling some banking transactions
  - Prepare logistics and support plans
  - "Go the extra mile" to arrange for necessary administrative requirements
  - Other duties as assigned
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### Applying Procedure

Apply Link : <https://merojob.com/office-assistant-291/>

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