



Office Assistant

- **Vacancy for:** 2
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 29, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Baluwatar, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: More than or equal to 1 year
Professional Skill Required	: Planning, Time Management, Communication, Organisation Skills, Computer Operation

Other Specification

Skills:

- Good computer skills (MS Word, MS Excel, Emails, Power Points)
- Good verbal and written communication skills (English and Nepali)
- Strong organization skills
- Good time management skills
- Good planning skills

Characteristics:

- Friendly
 - Positive attitude
 - Detail oriented
 - Quick learner
 - Organized
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Job Description

Our company is looking for an Office Assistant to be responsible for handling clerical tasks in our office. You will be handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties and errands.

The key responsibilities of the position are:

- Managing filing system
- Recording information as needed
- Greeting clients and visitors as needed
- Updating paperwork, maintaining documents and word processing
- Helping organize and maintain office common areas
- Performing general office clerk duties and errands
- Organizing travel by booking accommodations and reservations needs as required
- Coordinating events as necessary
- Maintaining office equipment as needed
- Creating, maintaining, and entering information into databases

Applying Procedure:

Interested candidate can apply send their updated resume with application letter to hradmin@ewc.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-assistant-295/>

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