



Office Assistant (Male Only)

- **Vacancy for:** 4
- **Posted on:** July 1, 2017
- **Deadline:** Jan. 25, 2017, midnight

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : entry
Job Location : Bhaktapur
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

- Capacity to work within deadlines and handle all the responsibility independently
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Job Description

- Telephone answering duties
- To assist in any emergency with the care of a child if deemed necessary by supervisory staff
- Filing documents and updating information.
- Recording and maintaining an operations manual which details the way all events are organised.
- Attend training courses deemed necessary by the school management.
- Other duties as assigned.

Offered Salary: NRs. 10,000/- per month

Other Facility: Lodging + Fooding

For further information, please contact:

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T: 6630532

Matribhumi School

17 Lokanthali - Sanothimi Sadak, Bhaktapur

Applying Procedure

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