



## Office Assistant/Admin

- **Vacancy for:** 4
- **Posted on:** July 1, 2017
- **Deadline:** April 9, 2017, midnight

### Basic Job Information

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

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### Job Specification

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

### Other Specification

- +2 or equivalent in English medium
  - Ladies are encouraged to apply
  - Fresher can also apply
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### Job Description

- Attend / Transfer Phone calls
  - Send / Receive Cargo-Related Documents
  - Posting new Cargo job created
  - Maintaining Delivery Orders and Cargo-Related Documents
  - Should maintain courtesy with staffs, clients and visitors
  - Should assist the seniors
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### Applying Procedure

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

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