



Office Boy cum Runner Boy

- **Vacancy for:** 1
- **Posted on:** Jan. 12, 2018
- **Deadline:** Jan. 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 : Kamaladi, Kathmandu
Offered Salary : Negotiable

Job Specification

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

Other Specification

- Need to possess two-wheeler and its license.
 - Communication and interpersonal skills
 - Teamwork and the ability to foster good working relationships
 - Influencing and negotiation skills
 - Ability to communicate and present their ideas
 - Ability to align with company's rules and regulations
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Job Description

Reports to : Social Media Manager

SMP is looking to immediately hire an Office Boy who will be responsible to assist the Finance, Operations and the Marketing departments. Also, frequent client visits will be required in this job.

Responsibilities:

- Assisting the Finance, Operations and the Marketing team
 - Help in carrying out logistics activity of the organization
 - Help finance officer in issuing and dropping bills
 - Manage minor operation related activities at the office
 - Have to manage social media accounts of the company
 - Other Operations related activities
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Applying Procedure

Apply Link : <https://merojob.com/office-boy-cum-runner-boy/>

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