



## Office Boy ( Runner)

- **Vacancy for:** 1
- **Posted on:** Dec. 6, 2018
- **Deadline:** Dec. 14, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Entry 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

- Ability to make decisions and take appropriate actions
  - Ability to meet schedules and deadlines for the work area
  - Ability to communicate effectively
  - Ability to compose routine correspondence and reports
  - Hold a two wheeler driving license
  - Very basic computer skills for communication
  - Friendly and Helpful
  - Trustworthy, reliable and self motivated
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### Job Description

- Go out of the office to receive quotations, procure approved goods, make inquiries and fulfil any other work assigned by the Operations Department
- Plan and schedule daily trips out of the office as and when needed
- While in the office, help maintain the office stock and assist the Operations Assistant for any admin/clerical works
- Assist the Senior Management in paying bills and other related works
- Perform general clerical work such as, but not limited to filing, copying and running errands as and when required
- Assist in office repairs and maintenance as and when required
- Maintain and track daily expenses/ fuel consumption/ out of office trip details on a regular basis
- Help Office Assistant in other assigned Admin/Clerical tasks

### Applying Procedure:

Interested Candidates are requested to submit their application indicating clearly the position applied, and CV with three references to the following address: Human Resource Department, PACE Consultant (P).Ltd, Narayangopal Chowk, ( Opposite to Embassy of USA) Kathmandu or email to **paceconsultant@gmail.com**. Only shortlisted candidates will be called for interview.

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/office-boy-runner-4/>

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