



Office Manager

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 19, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : senior
Job Location : Lalitpur
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- At least 2 years relevant work experience in managing vehicles and travel arrangements.
- Prior experience of handling petty cash, logistics and liaison with government agencies.

Contract period : End of August 2016 to end of November 2016

TO APPLY,

CV's along with a covering letter should be submitted through the email address given below with your remuneration expectations. The closing date for receipt of applications is 19th August 2016.

Only short listed candidates will be contacted for interview, personal telephonic contact will disqualify candidates. The project reserves the right to reject any or all applications.

hr@rapnepal.com

Job Description

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Applying Procedure

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