



## Office Manager

- **Vacancy for:** 2
- **Posted on:** Sept. 7, 2018
- **Deadline:** Sept. 23, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations > Office management & co-ordination
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Putalisadak, Kathmandu, Nepal
Offered Salary	: NRs. 25,000.00 - 40,000.00 Monthly

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### Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than or equal to 2 years
Professional Skill Required	: Leadership, Motivating, Job Oriented, Communication, Management

### Other Specification

- Should have completed Masters(MBA) degree with good English command, knowledge of international education
  - Should have good, strong interpersonal, communication & organizational skills
  - Should have knowledge of colleges/university their academic, admission, financial, language & procedures policies
  - Should have good counselling ideas to motivate them for abroad studies.
  - Should have the ability to respond effectively to their desire/enquiries of students
  - Should have strong organizational skills & ability to meet the deadlines
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### Job Description

- To provide an effective and confidential counselling service to the student & their parents presenting for counselling
- Develop Relationship with various Institution nation & International
- Establishing a Relationship of up with students & their parents
- Following up with the students via email and phone call
- Manage & properly use of the official system

### Applying Procedure:

Interested & qualified candidates are requested to send their updated resume and application letter to [apace.hrm@gmail.com](mailto:apace.hrm@gmail.com)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/office-manager-83/>

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