



Office Manager

- **Vacancy for:** 1
- **Posted on:** Nov. 14, 2018
- **Deadline:** Nov. 30, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Offered Salary : NRs. 20,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Must have a minimum Bachelor's degree in Management, Accountancy, Finance, Marketing or similar from recognized University
- Must have two years minimum professional experience

Skills Required:

- Organization, pro-activeness, managerial, communication, and multitasking skills
- Should be outspoken, flexible on time, cooperative and trustworthy and able to prioritize and work under pressure
- Ability to work independently and as part of a team
- Ability to maintain the confidentiality of sensitive information
- Willingness to adapt to changing business needs and deadlines
- Strong coordination, facilitation and networking skills
- Ability to build and maintain good relationship
- Ability to make quick decisions
- Fluency in written and spoken Nepali and English
- Proficiency in MS Office package, especially MS Excel, Word and PowerPoint
- Possession of own vehicle and driving license

Preferred skills

- Knowledge of mobile apps in both android and iOS platform
 - Professional experience in service sector
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Job Description

Job Summary:

An online global service marketplace Service Idol seeks an office manager responsible for supporting high-level executives and management. Provide operating and administrative support and perform numerous duties, including scheduling, writing correspondence, organizing documents, emailing, handling visitors, public relation, Nepal government offices dealing and answering questions and requests.

Duties and Responsibilities:

- Office management, operation and administration
- Assists in various business process as and when required by the executives
- Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the administrator or executive regarding content
- Produces a variety of documents, charts, and graphs in final form

- Compiles and maintains records, statistical information, and reports
- Maintains electronic and paper records ensuring information is organized and easily accessible
- Keeps track of the tasks at hand
- Supports on government offices relationship
- Works as a trusted resource member of senior level executive team
- Suggests the management on process improvement as necessary
- Coordinates with various service providers for different business deals
- Performs general office clerk duties and errands
- Maintains office equipment and supply inventory
- Coordinates marketing events, business meetings as required/decided by higher management
- Go the extra mile to arrange for necessary administrative requirements
- Other duties as assigned

Salary: Monthly NRs. 20,000.00 + (depending on experience).

Service Idol provides an equal opportunity to all individual regardless their gender, ethnicity, religion and disability. We are committed to creating an inclusive environment.

We put a premium on personal integrity, teamwork, responsibility, accountability, innovation, problem solving and a strong work ethic.

Applying Procedure:

Interested candidates are requested to submit their cover letter, CV and Portfolio to career@serviceidol.com (with the job title in the subject line) before **30th Nov, 2018**. Minimum two professional references required.

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-manager-88/>

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