



Office Secretary

- **Vacancy for:** 1
- **Posted on:** Oct. 23, 2017
- **Deadline:** Nov. 23, 2017, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Should know how to type both in Nepali and English
 - Worked in related field for 1-2 years
 - Strong communication skill with emphasis on verbal, written and presentation skills (Nepali and English)
 - Proficient knowledge of web-based tools and MS office -MS Word, Excel, Access & PowerPoint
 - Knowledge of administrative and clerical procedures
 - High level of secrecy and confidentiality oriented person
 - Easy going, ability to handle pressure and willingness to learn attitude is preferred
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Job Description

- Answering calls, taking messages and handling correspondence
- Maintaining logs and arranging appointments
- Typing, and preparing reports and meeting minutes
- Systematically filing necessary documents
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Implementing new procedures and administrative systems
- Coordinating and corresponding with mails and similar tasks

Applying Procedure:

Interested Candidates must send CV at Email: infopremiere@wlink.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-secretary-151/>

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