



## Office Secretary (Female)

- **Vacancy for:** 1
- **Posted on:** Jan. 17, 2018
- **Deadline:** Jan. 28, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Secretarial / Front Office / Data Entry > Hospitality/ Travel/ Ticketing/ Tour  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Lazimpat, Kathmandu, Central Development Region, Nepal  
Offered Salary : NRs. 15,000.00 - 20,000.00 Monthly

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### Job Specification

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

### Other Specification

- Secretarial Function
  - Fluency In English
  - Computer Skills
  - Pleasing Personality
  - Communication Skills
  - Preference shall be given to a young, female Nepali citizen with good career track record
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### Job Description

- Receive and screen phone calls and redirect them when appropriate
  - Handle and prioritize all outgoing or incoming correspondence
  - Assist the concern authority by providing administrative support
  - Maintain scheduling and coordinate office activities
  - Other duties as assigned
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### Applying Procedure

Apply Link : <https://merojob.com/office-secretary-162/>

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