



## Office Secretary

- **Vacancy for:** 1
- **Posted on:** Nov. 2, 2018
- **Deadline:** Dec. 2, 2018, 11:55 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations > Administrative support  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Kuponhole  
Offered Salary : NRs. 180,000.00 Yearly

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : Less than 1 year  
Professional Skill Required : Emails, Social Media Marketing, MS Office Suite

### Other Specification

- Freshers can also apply
  - Must be a team player
  - Quick learner and dedicated
  - Ability to work calmly under pressure
  - Punctual and reliable
  - Excellent verbal & written communication
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### Job Description

- General office administration and executive support
  - Handling phone calls
  - Scheduling meetings and travels
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### Applying Procedure

Apply Link : <https://merojob.com/office-secretary-197/>

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