



Office Secretary

- **Vacancy for:** 1
- **Posted on:** Nov. 14, 2018
- **Deadline:** Nov. 24, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

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

Other Specification

- Undergraduate with 2 years of experience or Graduate with 1 year of experience
 - Strong verbal communication skills
 - Relation building skills
 - Sound knowledge of computer (office package)
 - Pleasing personality
 - Customer service attitude
 - Multitasking skills
 - Basic administrative knowledge
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Job Description

- Managing overall company documents and profiles
 - Handling official mails and correspondences
 - Administrative assistance to the office
 - Preparing documents for Public Procurement Process
 - Providing support as required by other sections
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Applying Procedure

Apply Link : <https://merojob.com/office-secretary-199/>

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