



Office Secretary

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 14, 2014, midnight

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Should have experience in holding conversations
 - Must be skillful in managing database record with excellent knowledge of Microsoft Office Package
 - Strong oral and written communication skills in both Nepali and English
 - Ability to work in an environment of constant change with multitasking
-

Job Description

- Answer telephones and take messages or transfer calls
- Schedule appointments and meetings
- Handle incoming and outgoing mail and faxes
- Draft memos, letters and other reports both in English and Nepali
- Maintain database and files, whether electronic or paper

TO APPLY:

Interested candidate are requested to send their curriculum vitae along with a covering letter to vacancy@nagariknews.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-secretary-6/>

Generated By

