



Office Secretary (Female)

- **Vacancy for:** 2
- **Posted on:** Nov. 20, 2017
- **Deadline:** Nov. 30, 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 : Not Required

Other Specification

Educational Requirement:

- Graduate and Masters in any Stream
- Applicants must have hands-on experience with computers, MS Office Package
- Should have minimum 3 years of working experience in related field
- Self-motivated and works with initiative, tact and maturity

Skills Required:

- Fluent in writing and speaking Professional English
 - Excellent communication skills, with an ability to write recruitment proposal focused towards different sector of business
 - Strong attention to detail and proofreading skills
 - Practical experience of the elements of marketing e.g. direct mail, e-marketing, branding and promotions
 - Experience of monitoring, analyzing and evaluating marketing modules
 - Excellent organizational, scheduling and planning skills, including an ability to prioritize a sizeable workload and meet deadlines
 - Positive, enthusiastic and approachable
 - Excellent interpersonal skills and the ability to communicate and develop relationships with a range of clients
 - Good negotiator
 - Understanding of client development strategies and their implementation
 - Highly competent Computer skills, including Microsoft Office packages
 - Commitment to providing customer service of the highest standard
 - Ability to work to own initiative, but still be a key team player
 - A keen interest to grow career in overseas recruitment business
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Job Description

Responsible for:

- Providing personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information

Job Responsibilities + Tasks

- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings, conferences, travel arrangements
- Take, type and distribute minutes of meetings
- Implement and maintain office systems

- Maintain schedules and calendars
- Arrange and confirm appointments
- Organize internal and external events
- Handle incoming emails, email and other material
- Maintain databases
- Communicate verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts
- Coordinate the flow of information both internally and externally

TO APPLY:

Interested and eligible candidates are requested to send their updated resume at theriver@wlink.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-secretary-female-26/>

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