



## Office Secretary (Female)

- **Vacancy for:** 3
- **Posted on:** Jan. 7, 2018
- **Deadline:** Jan. 17, 2018, 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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### 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

**Please Note:** Need Applicants who can communicate well in English with pleasing personality

**TO APPLY:**

Interested and eligible candidates are requested to send their updated resume at [theriver@wlink.com.np](mailto:theriver@wlink.com.np)

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/office-secretary-female-27/>

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