



Office Secretary (Female)

- **Vacancy for:** 1
- **Posted on:** Sept. 20, 2018
- **Deadline:** Sept. 28, 2018, 11:59 p.m.

Basic Job Information

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

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Interpersonal, Communication, Organisation Skills

Other Specification

- Although prior relevant experience may serve as an advantage, freshers are highly encouraged to apply
 - Should have completed Bachelors level
 - Confidence and motivation with an enthusiastic approach
 - Good organisation and communication skills, both written and verbal
 - Should have prioritisation and organisational skills
 - Outgoing and smart personality
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Job Description

- Managing Appointments and front desk
 - Answering phone calls and providing detailed technical support re the venture
 - Collecting sales info from various channels and compiling data
 - Calling the channel partners and making them aware of any offers or deal that company has
 - Petty cash and expenses accounting
 - Marketing support when needed
 - Replying to queries on Social Media
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Applying Procedure

Apply Link : <https://merojob.com/office-secretary-female-41/>

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