



Office Secretary (Female Only)

- **Vacancy for:** 1
- **Posted on:** Sept. 24, 2018
- **Deadline:** Oct. 25, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Entry Level
Job Location : Dillibazar, Kathmandu
Offered Salary : NRs. 18,000.00 - 20,000.00 Monthly

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- +2 or Bachelors running (any faculty)
-

Job Description

- Answering telephone calls
- Maintaining diaries & arranging appointments
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Prioritizing workloads
- Other duties as assigned

Working Hour: 11:30 a.m to 5 p.m

Salary : Rs. 18,000 to Rs. 20,000 per month

Experience not needed. Freshers are encouraged to apply.

Applying Procedure

Interested candidates are requested to send your **updated resume with recent size photo and recent transcript to Email: achr.nepal@gmail.com**

Generated By

