



Office Secretary/International Marketing

- **Vacancy for:** 2
- **Posted on:** Nov. 11, 2018
- **Deadline:** Dec. 12, 2018, 11:55 p.m.

Basic Job Information

Job Category : Marketing / Advertising / Customer Service
Job Level : Mid Level
Employment Type : Full Time
Job Location : Basundhara, Kathmandu
Offered Salary : NRs. 20,000.00 - 35,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years
Professional Skill Required : Prioritization And Organizational Skills, Communication

Other Specification

- Must be confident and motivated with an enthusiastic approach.
 - Must have excellent organization skill
 - Must have good communication skills, both written and verbal
 - Should have prioritization and organizational skills.
 - Outgoing and smart personality
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Job Description

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc
 - Look after the overall administration of the company
 - Implement plans as decided by the Company Management
 - Correspond to the companies through E-mail, Whatsapp, Viber, fax and telephone
 - Acquire maximum Clint from these companies
 - Accurately confirm all terms and conditions with the client companies
 - Handle the new demands of the company
 - Check each and every terms and condition about the new requirement
 - Mobilize and compel all recruitment staff to do their assigned tasks on a timely manner
 - Constantly monitor all recruitment staff on their job performance and acquire result competitively
 - Fix an interview date corresponding with the client and inform the recruitment department regarding the same
 - Frequently send updated report to clients
 - Book Hotel for client and arrange the airport pick up and drop service for client
 - Assist client during the interview time
 - Also work and update on existing companies of Raj Group Nepal
 - Do other applicable tasks, as assigned, as and when required
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Applying Procedure

Apply Link : <https://merojob.com/office-secretaryinternational-marketing/>

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