



Office Supervisor

- **Vacancy for:** 2
- **Posted on:** Oct. 7, 2018
- **Deadline:** Nov. 7, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Entry Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required
Professional Skill Required : Communication, Computer Operation

Other Specification

- Must have completed Intermediade level in Management
 - Proficiency in English both written and oral
 - Excellent and well-developed computer skills covering Excel, Word
 - Having good communication and conflict resolution skill
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Job Description

- Coordinate and manage logistics and office supplies
- Direct and coordinate the administrative and operational process as required
- Establish and manage communication with corporate, market administration, staff, and management
- Provide assistance to recruit, induct new staff for an organization

Company Benefits:

- Friendly, competitive and creative working environment
- Competitive salary (Greater than a market for deserving candidates)
- 5 working days in a week(10am-6:30 pm)
- Free Lunch from a top class restaurant.
- Accidental Insurance, Medical Insurance
- Paid leave, sick leave, vacation leave
- Refreshment, Recreational, team building activities (Comparatively higher than other company)

Extra activity: Cricket, Futsal every week, Table tennis board and Foosball Table Soccer is at the office

Come on board! Our Kathmandu office is based in a town in a new and modern office building providing a world-class working environment and offer you a handsome salary.

Applying Procedure:

Please send us your resume (cover letter, CV) to us at jobs-kathmandu@itonics.de and state your availability.

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-supervisor-3/>

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