



Operations Assistant

- **Vacancy for:** 1
- **Posted on:** June 20, 2018
- **Deadline:** June 30, 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 : NRs. 13,500.00 - 15,000.00 Monthly

Job Specification

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

Other Specification

- Must have completed Intermediate in Management
- Must have good Computer knowledge (MS Office and Internet)
- Must have good written and spoken in English
- Ability to organize and prioritize work
- Ability to learn quickly
- Valid Driving License of two wheeler

Preferred: Male with strong communication skills

Note: *Freshers are encouraged to apply*

Job Description

- Assist operations management procedures
- Orders packaging and shipping (Post office, DHL, FedEx etc)
- Maintaining the records of day to day operational transactions
- To ensure smooth functioning of operations
- Update the stock report regularly and share the report to Operations Manager
- Collect goods from suppliers.
- Petty Cash Handling
- Report Submission to the senior
- Other duties and responsibilities as assigned by the company

TO APPLY:

Interested candidates are requested to submit their updated resume along with **cover letter** to dharm@nepacrafts.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/operations-assistant-8/>

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