

**A REPUTED
COMPANY**

Operations Manager

- **Vacancy for:** 1
- **Posted on:** Jan. 12, 2018
- **Deadline:** Jan. 20, 2018, 6:30 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations > Administration
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu, Central Development Region, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Must be a BIM/BBA graduate or pursuing Master's degree
 - Should have a good command both written and oral English and Nepali language
 - Good interpersonal skills
 - Proven skill for negotiation
 - Possession of two wheeler and a valid driving license
 - Proficient in Microsoft Office Package
 - If needed must to go for field visit (like visiting banks, buying of materials, etc)
 - Polite and pleasing personality
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Job Description

- Planning and implementing necessary system to run office operation smoothly
 - Manage and supervise overall operations and administrative functions
 - Work closely with other departments to meet the desired goals
 - Proper store keeping and Supply processing
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Applying Procedure

Apply Link : <https://merojob.com/operations-manager-33/>

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