



Personal Assistant to the COE

- **Vacancy for:** 1
- **Posted on:** Sept. 21, 2018
- **Deadline:** Oct. 30, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : NRs. 30,000.00 Monthly

Job Specification

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

Other Specification

- Must have Bachelor's degree in any discipline
 - Must have at least 2 years relevant experience
 - Excellent communication and coordination skills
 - Must have good time management skills
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Job Description

- Perform all organizational and administrative tasks as delegated by the COE
- Correspondence on behalf of the COE
- Management of all meetings and appointments. Preparing reports, presentations and logs
- Managing company CRM software

Note:

Incentive: As per company rules

Applying Procedure:

- Write a brief cover letter and attach your CV and email to hrm@niec.edu.np
- You can also drop your cover letter and CV at the front desk of NIEC's head office at Share market Complex, Putalisadak

OR,

Applying Procedure

Apply Link : <https://merojob.com/personal-assistant-to-the-coe/>

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