



## Personal Secretary

- **Vacancy for:** 2
- **Posted on:** Oct. 3, 2018
- **Deadline:** Oct. 31, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Secretarial / Front Office / Data Entry > Executive assistant
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Khumaltar, Lalitpur Sub-Metropolitan City, 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

- Should be an ultimate team player and fiercely loyal to who you works with
  - Should have the ability to get everyone to love and respect you
  - Must have a great sense of humor and the ability to make friends with your team
- 

### Job Description

#### Responsibilities:

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive
- Booking and arranging travel, transport and accommodation
- Organizing events and conferences
- Reminding the manager/executive of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff, suppliers and clients
- Collating and filing expenses
- Miscellaneous tasks to support their manager, which will vary according to the sector and to the manager's remit

**Example:** Completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research

#### Key Skill:

- Discretion and trustworthiness: you will often be party of confidential information
- Flexibility and adaptability
- Good oral and written communication skills
- Organizational skills and the ability to multitask
- The ability to be proactive and take the initiative
- Tact and diplomacy
- Communication skills
- A knowledge of standard software packages and the ability to learn company-specific software if required

#### Facilities Provided By Company:

- Companies corporate Sim Card
- 25 Ltr Diesel/Petrol if the Employee owns a Vehicle of their own
- Sponsor National / International Training Programs if the performance is good

**Applying Procedure:**

Interested candidate can send their updated CV at [Vacancy@shailung.com](mailto:Vacancy@shailung.com)

**OR,**

---

**Applying Procedure**

Apply Link : <https://merojob.com/personal-secretary-15/>

Generated By

