



## Project Assistant

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 3, 2014, midnight

### Basic Job Information

Job Category : NGO / INGO / Social work  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Should have basic knowledge about Mobile Telecommunication Network
  - Should have good working knowledge of MS Excel and other office tools
  - Preference will be given to Female Candidate and those having experience in related field
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### Job Description

- Assist project team for implementation of the project and report to Project Manager
  - Tracking of the equipment installed at the sites and maintaining the database
  - Prepare the equipment installation reports
  - Planning and allocation of equipment to different warehouses as per the requirement of the project. Distribution of equipment to implementation team / subcontractors as per project process
  - Verification of work scope and claims of Subcontractors
  - Coordinate with logistic team, rollout team, Subcontractor and customer
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### Applying Procedure

Apply Link : <https://merojob.com/project-assistant-6/>

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