



Project Assistant / Supervisor

- **Vacancy for:** 1
- **Posted on:** Dec. 4, 2018
- **Deadline:** Dec. 15, 2018, 11:55 p.m.

Basic Job Information

Job Category : IT & Telecommunication
Job Level : Entry Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Other
Experience Required : Not Required

Other Specification

- Diploma in Electronics/ Electrical Engineering from CTVT approved institution
 - Must have excellent knowledge about MS office application esp. Excel
 - Past experience for inventory management and database will be added advantage
 - Should have communication and interpersonal abilities with a positive attitude and desire to learn
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Job Description

- Understand, prepare and maintain database of telecommunication equipment's inventory keeping track of inbound and outbound of materials
- Coordinate with Implementation team regarding project requirement and Prepare and issue Delivery Order, Delivery return, Transfer orders based on the plan
- Coordinate with subcontractors, warehouse and customers for material transport
- Serve as point of contact for customers, subcontractors and logistics for equipment transfer, storage and tracking progress of repair/return
- Prepare inventory report regarding stock and analyze data to anticipate future needs

Note:

All the applicants are requested to go through our privacy policy by clicking on the link below before applying.

Link: <https://drive.google.com/open?id=1bOLzfx34Vkn-glPP13e0QaWTb12OYEKn>

Applying Procedure

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

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