



Secretary (Female)

- **Vacancy for:** 1
- **Posted on:** Sept. 5, 2017
- **Deadline:** Oct. 6, 2017, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Entry Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Confidence and motivation with an enthusiastic approach
 - Good organisation and communication skills, both written and verbal
 - Should have prioritisation and organisational skills
 - Outgoing and smart personality
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Job Description

- Answering telephone calls and maintaining records
 - Arranging appointments for the boss
 - Able to using a variety of software packages
 - Preparing letters, presentations and reports
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Applying Procedure

Apply Link : <https://merojob.com/secretary-female-17/>

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