



Senior Admin Assistant

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 24, 2015, midnight

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : senior
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Should have good attitude
 - Should be outspoken, flexible on time, cooperative and trustworthy
 - Should possess good communication and interpersonal skill
 - Should have effective convincing & negotiation skill
 - Should have smart and pleasant personality
 - Should have good networking
 - Should have strong analytical skill
 - Should be proficient in computer skills (Email, Internet, Ms. Word, Ms. Excel, Ms. PowerPoint etc.)
 - Should be ability to work in a Team
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Job Description

- Coordinate in admin related tasks such as distribution of stock maintenance, equipment maintenance, power backup of the office and other administrative task
- Responsible for the safety of the office equipment, office premises and office assets for the smooth operations
- Provide support and ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques
- Perform all the activities as assigned by the concerned authority

Salary offered, Benefits and more:

- Gross salary of NRs 12,000.00 + attractive incentives
 - In addition to gross salary, benefits such as fuel allowance, communication allowance, festival bonus, subsidize lunch and other benefits such as Provident Fund, Insurance after the confirmation of employment
 - Dynamic and challenging working environment for better learning and career growth opportunity
 - Good working culture and environment
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Applying Procedure

Apply Link : <https://merojob.com/senior-admin-assistant/>

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