



## Senior Office Assistant (Female)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 26, 2012, midnight

### Basic Job Information

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

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### Job Specification

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

### Other Specification

- Good Knowledge of office functions.
  - Excellent communication and typing skills both oral and written in Nepali and English.
  - Proficient knowledge of MS Office- MS Word Excel and Power Point, internet, email, and other IT tools.
  - Knowledge of categorizing, sorting and documentation of emails/paperwork and distribute mail to departments.
  - Able to deliver detailed instruction to the relevant teams.
  - Previous work experience is must.
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### Job Description

The ideal candidate is expected to do

- Prepare/ Maintain meeting minutes.
- Plan and schedule meetings and appointments.
- Conduct desk research, and disseminate information by using the telephone mail services websites and emails regarding films shows/ company related.
- Undertake photocopy/printing/scanning as requires.
- Order and maintain level stationery stock and carry out end of year stock take; manage petty cash as required.
- Prioritize activities/ task within the office system.
- Observe senior workers to acquire knowledge of methods, procedures, and standards required for performance of departmental duties.
- Support in Admin and procurement.
- Perform the given tasks by superiors.

Salary and other facilities are provided as per Company Policy.

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### Applying Procedure

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

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