



Sr. Admin Associate - Logistics

- **Vacancy for:** 1
- **Posted on:** Aug. 13, 2018
- **Deadline:** Aug. 23, 2018, 11:59 p.m.

Basic Job Information

Job Category	: Commercial / Logistics / Supply Chain > Logistics
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Naxal, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Job Description

- Initiate and implement best and effective practices in administrative functions of logistic team
- Orders and stocks office supplies as necessary and processes purchase of such items
- Arrange travel, visa and accommodations
- Managing filing systems, responding to inquiries from staff and customers and managing the maintenance of office equipment
- Meeting with senior management to discuss new policies and procedures
- Lead, direct and mentor administrative staff to achieve maximum output
- Assist and support logistic team to maximize output
- Organize a filing system for important and confidential company documents
- Schedule in-house and external events
- Ensuring that all administrative services are carried out efficiently
- Answer and respond to customer inquiries and build customer relation

Qualification required:

- Bachelor/ Masters Degree in Management with minimum 2 years of experience in administration work.
- Work exposure in multination company will be an extra advantage.
- Proven work experience as an Administrative Officer, Administrator or similar role
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills

What we offer:

- International working environment in a start-up setting, and a unique opportunity to learn from the best in ecommerce and online marketing
- Rigorous training and exposure in team management, leadership, online marketing, business analytics and operations
- Five days a week (Monday to Friday), 9 AM to 6 PM working hours
- Benefit package: Provident Fund, Gratuity, Fuel Expenses, Mobile top ups and data pack, Employee Discount, Accidental Insurance, Medical Insurance, Full annual health check-up

Applying Procedure:

- Email with your CV as an attachment to jobs@daraz.com.np. Your email needs to serve as a cover letter
- Include in the subject field of the email the title of the job you are applying for

- If you have been referred by current or past Daraz employees, please mention the referee's full name and contact information

OR,

Applying Procedure

Apply Link : <https://merojob.com/sr-admin-associate-logistics/>

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