## **Ghorahi Cement Industry PVt.Ltd**

Media/Enter	tainment
Kathmandu	, Thapathali

#### **Executive Assistant**

## **Basic Information**

Job Category : Manufacturing/Production

Job Level: Senior Level

No. Of Vacancies: 1

**Employment Type: Full** 

Job Location: Kathmandu

Offered Salary: -

Apply Before: 2025-11-26 (21 Days, 9 Hours From Now)

# **Job Specification**

Education Level: Bachelor Degree

Education Required: +2 And Bachelor's Degree In Relevant Field

**Experience Required: Greater Than** 

## **Other Specification**

### **Requirements:**

- Bachelor's degree in Business Administration or related field
- 1-2 years of experience in an administrative or assistant role
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Ability to handle confidential information discreetly

### **Job Description**

### **Key Responsibilities:**

- Manage executive schedules, including meetings, appointments, and travel arrangements
- Prepare and organize reports, presentations, and other documents for meetings
- Handle incoming and outgoing correspondence on behalf of executives
- Assist with office management tasks, including filing, record keeping, and data entry
- Coordinate and communicate with internal teams and external stakeholders
- Organize and prioritize tasks to ensure efficient workflow for executives
- Perform other administrative duties as required