

Responsibilities

- i) Responsible to General Manager.
- ii) Distribution of all types of letter both internal and external.
- iii) Provide general support services to the Department.
- iv) Photocopy and filing of all types of documents for Department
- vi) Receiving and dispatching of documents

Qualification

He/ She should have minimum of Class XII passed, Preference will be given to candidates with experience

Employment Type

1. Regular

Selected candidates will be placed in BBS grade S2 -2 with the starting salary of Nu.14,430 plus corporate allowance.