



Vacancy Announcement

Management Association of Nepal was established in 1979 as an Apex body for management professional. It enables a work environment that promotes diversity, embraces change and provides leadership opportunities to every team member.

JOB POSITION:

1. Admin Assistant -1
2. Creative Designer -1
3. Management Fellows -10

ADMIN ASSISTANT :

To apply for:

- Candidate must have good command over English and Nepali Language.
- Candidate should have knowledge of Ms. Word, Ms. Excel and Both Nepali and English typing.
- Candidate should be prompt to working in team and should possess effective interpersonal skill with positive attitude

Academic Qualification:

Bachelors in Management Faculty required. (Bachelor running students can also apply)

Experience:

Fresher's are encouraged to apply.

Key responsibilities:

- Assisting in carrying out day to day accounting of organization
- Managing Data and Documentation
- Preparation and Issuance of letter
- Call and queries handling

Salary:

Negotiable

CREATIVE DESIGNER :

To apply for:

- Candidate must be efficient in using designing software.
- Candidate should have knowledge of Photography and Videography.
- Candidate should be able to work anytime as per organizational requirement

Key responsibilities:

- Brochure Designing
- Social Media Post Designing
- Video and Photo editing

Creative Designer will be hired on contract basis and salary will be as per work assigned.

Please note that time availability is the must.

MANAGEMENT FELLOWS:

Management Fellow is required for upcoming event of Management Association of Nepal for 3 month.

To apply for:

- Candidate must have good command over English and Nepali Language.
- Candidate should be prompt to working in team and should possess effective interpersonal skill with positive attitude.

Key Responsibilities:

- To assist for upcoming event to be organized by Management Association of Nepal (MAN).



Interested and qualified candidates meeting the above criteria are requested to send their CV and a recent photo in the provided email.

Candidates are requested to clearly mention the post to which they are applying.

Email: manvacancy@gmail.com

For queries contact : 01-4411902