

Job Vacancy Announcement: Administrative Officer

Work Place: Pokhara Site Office- Machhapuchhre Rural Municipality 2 Bhurjung Khola Kaski

Employment Type: Full time

Required No. 1

Vision Lumbini Urja Company Limited, a growing player in Nepal's hydropower sector, is seeking a qualified and motivated **Administrative Officer** for its site office in **Pokhara**. This position offers an excellent opportunity to contribute to the efficient operation of a dynamic infrastructure project in a field-based setting.

Key Responsibilities

- **Administrative Support:** Manage correspondence, schedule meetings, organize files, and maintain accurate records.
- **Stakeholder Coordination:** Act as the primary point of contact for internal and external stakeholders, providing prompt and professional support.
- **Office Management:** Oversee office logistics including supplies, maintenance, and day-to-day administrative operations.
- **Communication:** Ensure effective internal and external communication across various channels and corporate office.
- **Documentation & Reporting:** Strong organizational and record keeping Skill. Maintain both electronic and physical records; support the preparation of reports, presentations, and other official documents as required. Ensure timely and compliant documentation in line with legal and industry standards

Required Qualifications and Skills

- **Education:** Bachelor's degree in Business Administration, Management, or a related field. Higher Qualification with Experience will be preferred.
- **Experience:** Minimum of 1–2 years in administrative or office management roles. Experience in the hydropower or infrastructure sector will be an added advantage.

- **Skills:**
 - Strong organizational and multitasking abilities
 - Excellent communication and interpersonal skills
 - High attention to detail and problem-solving capabilities
 - Basic Accounting Skill
- **Technical Proficiency:** Competent in Microsoft Office Suite (Word, Excel, and Power Point) and general office tools.
- **Language:** Fluency in both **Nepali** and **English**, with strong written and verbal communication skills.
- Candidate must have Two wheelers license
- Salary as per company policy
- Ability to Work independently and contribute in a team environment.

Application Procedure

Interested candidates are encouraged to apply by submitting the following documents within 7 days from the notice date

- Updated **Curriculum Vitae (CV)**
- **Cover Letter** detailing relevant experience and motivation
- Copies of **Citizenship Certificate, Academic Credentials, and Experience Certificates**

Submission Details

Email your complete application with CV

info@visionlumbini.com.np

For more information:

Corporate Office: Buddhanagar, Kathmandu

Contact: 01-5902560 / 01-5905890