



Pasang Lhamu Mountaineering Foundation
Shankha Park, Ringroad, Kathmandu
Est.: 2059

Pasang Lhamu Mountaineering Foundation (PLMF), Shankha Park, Dhumbarahi, Ringroad, Kathmandu is seeking a qualified candidate for an **Office Assistant Intern (Paid)** for a 3-month internship with the possibility of being considered for the **JOB Placement at PMLF**.

The internship at the Pasang Lhamu Mountaineering Foundation provides opportunities for working with Social Non-Profit Organization and its functions.

Interns play a vital role in the organization and execution of administrative tasks, meeting notes and communications. Interns also have the chance to attend project planning/implementation and executions.

While interns are expected to perform daily administrative tasks, there are opportunities to work on long term projects, depending on the changing needs of the PMLF. Interns at the PMLF have the opportunity to develop their written and oral communication skills and their knowledge of general office procedures.

Employment Type: Paid Internship

Job Location: Shankha Park, Chapal Kharkhana, Ring Road, Kathmandu

Compensation and Schedule: Basic Daily Wages

Job Hours: Office Hours (10am-5pm)

Job Contract: Initially this will be awarded on a 3 month basis and possibly extension for long term Employee.

Joining Date: As soon as possible

Education: Bachelor's Degree in Social Work or related field required

Key Skill: Reporting Skill, Operational Management Skill, Communication Skill, Marketing & PR Skill

Other Specification:

- Excellent written and verbal communication skills
- Excellent time management skills; able to prioritize
- Self-directed and able to work without supervision
- Experience with office management software like MS Office including design
- 2 Wheeler with License

Core Responsibilities:

- Office Daily Operations Works
- Day to Day Outdoor Work

Specific Duties and Responsibilities:

The duties of this role are inclusive of, but not limited to the following:

- Day to Day Outdoor Work
- Maintain and Update Daily Database, such as filing storage/update of supporters, stakeholders, visitors etc.
- Responsible for all logistics of Office
- Regular Daily Reporting
- Organize office layout, staff meeting, taking notes, scheduling of meeting, communications, reporting and sharing reports and milestone time frames.
- Create and maintain databases, including receiving registrations and managing databases
- Process incoming and outgoing correspondence;
- Answer calls and directing inquiries to the appropriate staff member;
- Making copies and collating documents;
- Work on special projects as assigned.

Requirements:

This position requires multi-tasking skills and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required.

Attention to detail is vital.

Demonstrated agility to shift direction in response to changing work situations is critical.

Proficiency with Microsoft Office Outlook, Word, and Excel is required.

The ideal candidate will have a minimum of one year administrative and office experience supporting management in a fast-paced office environment.

A minimum time commitment of 3 months is required, and working hours are negotiable.

To Apply: Please submit a cover letter, resume and three references with phone numbers by 27 November 2021 to sapana@pasanglhamu.org

NOTE: Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.