



NRN Infrastructure and Development Limited (NRNIDL)

NRN Infrastructure and Development Limited (NRNIDL), a prominent entity listed on the Nepal Stock Exchange, was established in 2012. Since its inception, NRN Infrastructure and Development Ltd has expanded its operations into various sectors, such as hydropower, banking, microfinance, renewable energy, and other economic infrastructures. Currently, NRNIDL is on the lookout for a seasoned and dynamic professional to take on the following role.

Position: Administrative Associate.

Job Details	Description
Job Level	Administrative Associate (T0 to A2)
No of Vacancy	1
Employment Type	Full Time
Location	Kathmandu, Nepal
Remuneration	Competitive

The Administrative Associate will play a critical role in ensuring the efficient and smooth operation of the organization's administrative functions. This role requires a combination of organizational skills, attention to detail, and the ability to manage multiple tasks and priorities. The Administrative Associate will serve as a central point of contact for internal and external stakeholders, providing support across various administrative areas.

Key Responsibilities:

Office Management:

- Oversee daily office operations, including maintaining office supplies, equipment, and facilities.
- Coordinate and schedule meetings, appointments, and conferences; manage conference room bookings and logistics.

Administrative Support:

- Provide administrative support to senior management, department heads, and staff as needed.
- Draft, proofread, and edit correspondence, reports, and other documents.
- Organize and maintain electronic and paper filing systems, ensuring accuracy and accessibility of records.

Communication and Coordination:

- Serve as a primary point of contact for internal and external inquiries, directing communications as appropriate.
- Coordinate travel arrangements, accommodations, and itineraries for staff and visitors.
- Facilitate effective communication between departments, ensuring timely dissemination of information and updates.

Event Planning and Coordination:

- Assist in planning, organizing, and coordinating company events, meetings, and special projects.
- Coordinate logistics for events, including venue selection, catering, audiovisual equipment, and attendee registration.



Financial and Budget Management:

- Assist in monitoring and managing departmental budgets, expenses, and financial records.
- Process invoices, expense reports, and other financial transactions in a timely and accurate manner.

Vendor and Supplier Management:

- Establish and maintain relationships with vendors, suppliers, and service providers.
- Obtain quotes, negotiate contracts, and ensure timely delivery of goods and services.

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field; equivalent work experience may be considered.
- Minimum of 1 year of administrative experience in a professional setting is preferred.
- Strong organizational, multitasking, and time-management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
- Excellent communication, interpersonal, and problem-solving skills.

Preferred Skills:

- Experience with office management software and tools.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Attention to detail and high level of accuracy in all work activities.
- Knowledge of budgeting and financial management principles.