



## **Vacancy Announcement**

### **招聘公告**

The Embassy of Nepal in Beijing announces the vacancy for the post of **Office Assistant** and is accepting applications from qualified Chinese nationals fulfilling the following criteria:

尼泊尔驻华大使馆现公开招聘一名办公室助理，欢迎符合以下条件的中国公民提交申请：

**Academic qualifications:** Bachelor's Degree

**English Proficiency:** Fluent in written and spoken English and excellent communication skills.

**Experience:** At least 2 years' experience in similar field, especially in office management and clerical tasks preferred. The applicant should have no criminal record.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and general office equipment.

**学历要求：**学士学位

**英语能力：**具备流利的英语书面和口语表达能力，以及出色的沟通技巧

**工作经验：**至少2年以上相关领域工作经验，有办公室管理及文职类工作经验者优先。应聘者须无任何犯罪记录。

**技能要求：**熟练使用 Microsoft Office 办公软件（包括 Word、Excel、PowerPoint、Outlook）及常用办公设备。

**Other requirements:**

- i. Strong organizational skills and attention to detail.
- ii. Ability to prioritize tasks and work effectively under pressure.
- iii. Strong interpersonal skills
- iv. High level of professionalism, integrity, and confidentiality.
- v. Ability to quickly adapt to new tasks and changing priorities.

**其他要求:**

- i. 具备较强的组织能力、注重细节。
- ii. 能够合理安排任务优先级，并在压力下高效工作。
- iii. 具备良好的人际交往能力。
- iv. 具备高度的职业素养、正直品格和保密意识。
- v. 能够快速适应新任务和不断变化的任务优先级。

**Job responsibilities:**

The Office Assistant needs to be efficient, amicable and proactive working as a multi-tasker with the ability to handle various administrative and day-to-day office activities as follows:

- i. Answer phone calls, schedule, coordinate and make arrangement for meetings, appointments and events if necessary.
- ii. Assist in preparing documents, presentations and events to be hosted by the Embassy.
- iii. Assist diplomats in their daily office tasks and arrangements including interpretation and translation.
- iv. Maintain filing systems, both electronic and physical, ensuring their proper organization.
- v. Handle incoming and outgoing mail and packages.
- vi. Provide administrative support to various departments, assisting with regular tasks as needed.
- vii. Manage office equipment, including resolving minor issues or arranging for repairs.
- viii. Coordinate office-related travel arrangements, including bookings and itineraries, preparing invoices and others.
- ix. Assist with any other ad hoc tasks or special projects as assigned by the Embassy.

**工作职责:**

办公室助理需要高效工作、友善、积极主动，能够快速处理多项任务，胜任各项行政管理和日常办公室事务，包括但不限于以下工作内容：

- i. 接听电话，必要时安排和协调会议、约见和使馆活动。

- ii. 协助准备文件、演示文稿和使馆主办的活动。
- iii. 协助外交官处理日常办公事务、行程安排及口笔译工作。
- iv. 维护电子及纸质文件归档系统，确保有序管理。
- v. 处理收发邮件及快递包裹。
- vi. 为使馆各部门提供行政支持，协助完成所需常规任务。
- vii. 管理办公设备，包括处理小故障或安排维修。
- viii. 协调办公室相关差旅行程安排，包括订票、行程制定、收集发票等。
- ix. 完成使馆交办的任何其他临时任务或专项工作。

Interested candidates are invited to submit an application with a passport size photograph and a copy of bio-data in English to [beijing@nepalembassy.org.cn](mailto:beijing@nepalembassy.org.cn) **before 7 July 2025.**

**申请方式：**有意者请于 2025 年 7 月 7 日前，将申请信、英文简历和护照尺寸的证件照片发送至使馆邮箱：[beijing@nepalembassy.org.cn](mailto:beijing@nepalembassy.org.cn)。

**Salary Scale:** 6000-6500 RMB / Month

**薪资范围：**6000-6500 元人民币/月

Only short-listed candidates will be called for an interview. Telephone calls will not be entertained.

**注意：**只有通过初选的候选人才会收到面试通知。恕不接受电话咨询。

**Address:**

Embassy of Nepal

No. 1, San Li Tun Xi Liu Jie, Beijing 100600

**使馆地址：**

北京市朝阳区三里屯西六街 1 号，100600

尼泊尔大使馆