



November 18, 2025

Vacancy Announcement

The Embassy of Nepal is seeking a highly professional organized, experiences and self-motivated for the following post.

1. Office Assistant

Working hours: 09 am to 05pm, Sunday to Thursday (Additional time and days based on requirements)

A. Salary: Negotiable

B. Job description:

- Organize office and assist associates tin ways that optimize procedures
- Sort and distribute communication in a timely manner
- Create and update records ensuring accuracy
- Perform reception duties
- Monitor level of supplies and handle shortages
- Other office duties as assigned.

C. Requirements:

- *Excellent written and spoken English and Nepali (Hebrew desirable)
- *12 class or above passed
- *Working knowledge of office equipment
- *Prior experiences of clerical assignments
- *Basic computer skill/Internet operating knowledge
- *Ability to work in a team

2. .Application deadline:

After 01 December 2025 application will not be accepted.

3. How to apply:

Interested candidates can submit their CV's via email;
telaviv@nepalembassyil.com