

We are looking for a

Reception Cum. Logistic Assistant



Feel free to send your CV here

info@ariseandshine.org.np

ariseandshinenepalyc@gmail.com

Or Contact Us Here

01-5914861

01-5590662



Interested candidates are
encouraged to apply

About Arise and Shine Nepal

We are a registered NGO at SWC (Social Welfare Council) since 2016, that works among the youths and their families in Lalitpur district. We run a community-based Youth Centre. We work together with the government of Nepal, school communities and other partner organizations.

We are looking for an active youth Logistic Assistant staff. If you have a passion to work within the Youth Development and help their families in the holistic growth of their teenage children and help build a holistic approach to youth development of Lalitpur, we would like to invite you to join part of ANS family to work together in making the ANS target goals, mission and Vision.

Title: Reception (Youth Center)

Basis: Full time

Location: Lalitpur Based

Roles and responsibilities for Logistics Assistant/ Receptionist:

- Internal and external Communications
- Flow of Information, follow ups and reminders
- Maintain visitor, incoming/outgoing and vehicle log book
- Make sure youths sign in and out properly
- Email check and information flow out
- Documentation of vocational classes with beneficiaries and trainers.
- Communicate with vendor for office supplies and payments
- Petty cash box handle for YC
- Maintain contact lists (ex-school, youths, leaders, etc.)
- Prepare receipts, collect invoices and schedule it for payment etc.
- Assist in leave updates
- Maintain first comer and profile information
- Assist in vendor supplies, good received and payments
- Handel cash box, vendor payments and collect invoice and provide to the supervisor
- Maintain YC inventory list
- Collection of YC donation amount
- Assist in filing and documentation
- Welcome guests, assuring and provide hospitality
- Assist in utilities payment
- Prepare monthly report and submit it to the supervisor
- Assist in correspondence work
- Assist in arrange of all YC materials proper place and safe
- Ensure YC facilities, assets and materials maintained , if not assist in further process
- Assist in bookkeeping as per requirement
- Maintain stationary and stock for YC

- Participate in team building activities
- Other tasks as assigned by the supervisor

Requirements and Skills:

- Minimum Bachelor running in Business Studies or Management field
- One year experience in a related field, secretarial or managerial tasks
- Strong communication skills both in English and Nepali
- Strong computer skills specially office packages
- Focused and detail oriented
- Approachable and friendly
- Teamwork and ability to handle work pressure
- Conflict management
- Interpersonal skills
- Age between: 18-35

Female are encouraged to apply