

नेपाल धितोपत्र बोर्डबाट मर्चेन्ट बैंकरको रूपमा कार्य गर्न अनुमतिपत्र प्राप्त संस्था



गारिमा क्यापिटल लिमिटेड GARIMA CAPITAL LIMITED

(A Subsidiary of GARIMA BIKAS BANK LIMITED)

समृद्धिको साथै

TERMS OF REFERENCE

Functional Title: Messenger

Corporate Position: Messenger

Required No: 1

Garima Capital Limited is a Merchant Banker, licensed by Securities Board of Nepal (SEBON) to render 'Portfolio Management Services' (PMS). It has also obtained Depository Participant License from CDS & Clearing Ltd. to render DP Services. Company is on the verge of obtaining full-fledged Merchant Banking License including Mutual Fund Manager License. The Company is located at Kamal Pokhari Ward-01, Kathmandu, Nepal.

Our core team comprises of qualified finance professionals which shall enable us to provide prompt and thorough service to our valued Clients. We encourage an open and collaborative working environment in which everyone has the opportunity to deliver her or his best. We foster professionalism, excellence, cooperation among our employees and high standards of business ethics.

Position Summary:

Our organization is seeking for an office Messenger to assist in daily administrative purpose. The candidate must be self-motivated, highly responsible and flexible. The messenger's duties include daily running errands for the organization; banks, clients office, pick and drop of goods and supplies of the office or any other work assigned by the senior authority. The candidate must hold two-wheeler driving license.

This position reports directly to the Senior Administration Officer.

Duties and Responsibilities:

The duties and responsibilities of a *Messenger* includes:

- Help in carrying out the daily administrative activities and assist in resolving any administrative problems.
- Daily running errands for the organization; banks, merchant banks, regulators, government offices, clients, pick and drop of goods and supplies of the office.
- Involve in deposit and collection of cheque, voucher, bank statement and other documents.
- Collection and receiving of purchased stationery & office materials.

- Assist in delivering materials to various departments and branches.
- Assist employees in visiting any place for official purpose.
- Help in resolving employee's queries visiting the concerned person and organization as informed by the employees.
- Any duties/responsibilities assigned by the senior authority.

Qualification:

- SLC or 10 plus 2 qualified.
- Age not exceeding 30 years.

Required Skills and Attributes:

- Good written and verbal communication skills.
- Must hold valid both two-wheeler and four-wheeler driving license.
- Adaptable and Flexible.
- Ability to work under rush and stress circumstances.
- Able to work for long stretched hours.
- Must be punctual to work daily.
- Strong work ethics and positive attitude.

Salary and Benefits:

As per Company's Policy.

How to apply:

Interested candidates are requested to send their formal application to recruitment@garimacapital.com by **12th September, 2022 (27th Bhadra, 2079)** before 17:00 hours.

Selected Candidates are required to attend interview. The company retains the right to reject one or all applications without assigning any reason whatsoever.