

## VACANCY ANNOUNCEMENT

The Oriental Insurance Company Limited, a leading General Insurance Company with branches outside Katmandu valley invites applications from dynamic, committed Nepali citizens for the following positions and locations.

### **MARKETING OFFICERS**

**Locations: Hetauda, Pokhara & Bhairahawa**

**Qualification:** Graduate in any discipline with flair in Marketing. Experience in handling computers, MS Office is desirable. Technical qualification in Insurance is preferable. The incumbent must have excellent flair in written and spoken Nepali and English. Candidate should have strong communication and interpersonal skills. A desire to excel in his/her career. Excellent communication skills, prior experience in marketing would be desirable. Preference will be given to local candidates meeting the eligibility criteria. Experience in marketing in General Insurance products will be an added advantage.

**Age :** 20 to 30 years

### **ADMINISTRATIVE ASSISTANTS**

**Locations : Various locations within Nepal**

**Qualification:** Graduate in any discipline with good academic record. Knowledge in computer operation with MS Office. Technical qualification in Insurance is preferable.

#### **Knowledge & Skills**

Proficient in written/spoken English, Nepali and working knowledge in Hindi. Knowledge of computers in MS Office is desirable. Typewriting competency in English and Nepali.

**Age:** 20 to 30 years

Those who do not qualify the above criteria need not apply.

Remuneration will be as per Company's rules.

Only shortlisted candidates will be called for written examination. Written examination date will be announced in our Website.

Rights for rejecting any/all applications without assigning reasons are reserved. Canvassing at any stage of the process shall lead to automatic disqualification.

Candidates meeting above criteria may apply within 10 days from the date of this advertisement by downloading the application forms from our website [www.orientalinsurance.com.np](http://www.orientalinsurance.com.np)

The completed forms along with the copies of academic qualification and others documents should be submitted on or before **12<sup>th</sup> July 2019** to:

**The Oriental Insurance Company Limited**

**P. O. Box No. 165**

**Sunrise Bizz Park, 1<sup>st</sup> Floor**

**Dillibazar, Kathmandu, Nepal**