

**Job Title** : Intern- Enterprise Management  
**Work Station** : Myagde-2, Tanahun Bel Enterprise Office  
**Supervisor/Reporting Officer** : Program Officer, Hariyo Ban Program/GONESA  
**Co-Evaluator** : Enterprise Operator

**JOB SUMMARY**

The Intern will assist in the Finance & Administrative duties and provide logistic support to maintain adequate facility for Bel enterprise to upkeep utilities and maintenance. S/he will ensure inventory and stock items are properly recorded and all the data are maintained properly.

**Major Responsibilities and Tasks:**

1. Daily open the office except on holidays.
2. Upkeep of offices building and its utilities.
3. File and maintain records of all sections up to date in computer.
4. Prepare letters, minute the decision of committee meeting in software, entry all the information till date in software.
5. Ensure proper security of personnel and office properties, preventive measures considering the prevailing situation of surroundings is taken.
6. Maintain the information and advertisement about the enterprise in social media.
7. Support the Enterprise Operator in production of squash and its marketing.
8. Maintain the log book of workers.
9. Repair & maintenance of furniture fixture and office equipment.
10. Regular coordination with Program Officer for any other additional work.

***Working conditions:***

Myagde-2, Tanahun based with occasional field visits.

**Required qualifications**

Intermediate in any discipline

**Competency and Skills:**

- Good communication skills both in English and Nepali.
- Able to use computer to run office application software packages like MS Office, MS Excel. etc.
- Practical knowledge on hardware, construction materials and equipment, office equipment
- Skilled in dealing/negotiation with people.
- General knowledge on repair & maintenance.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_