**Position: Documentation Officer**

**Required Number:** 1 (One)
**Duty Station:** Bijulibazar, Kathmandu

**Qualification:** +2 Completed or Bachelors Running

**Experience**: Min 6 – 12 months of experience in related field
**Working Hours:** Full-time (9:30 AM – 5:30 PM, Sunday to Friday)

**Job Description:**

* Prepare, compile, and organize documents for submission to DoFE and other government offices.
* Coordinate with the internal department and processing departments to ensure all required documents are complete and accurate.
* Maintain and update documentation records related to demand letters, job orders, attestation, and approval processes.
* Monitor document expiration dates and ensure timely renewals and updates.
* Maintain proper filing and archiving systems (hard and soft copies).
* Assist in visa processing documentation if required.
* Ensure compliance with all relevant labor migration policies and regulations of the Government of Nepal.

**Minimum Qualifications and Skills:**

* Bachelor's Degree preferred.
* At least 1 year of experience in documentation or related administrative tasks in a manpower agency.
* Familiarity with DoFE procedures and documentation requirements.
* Excellent communication and coordination skills.
* Proficiency in MS Office (Word, Excel, PDF editing tools).
* Ability to work under pressure and meet deadlines.