https://mavorion.com/job/job-ops-off/

Operations Officer

Mavorion Systems Pvt. Ltd. is seeking a few energetic and talented individuals for the position of Operations Officer at its Kathmandu office to add to the teams working on several interesting and challenging projects.

Responsibilities

- Perform day to day operations of Mavorion's Network and Services
- Perform day to day operations of Customer's Network and Services
- Maintain flowcharts and diagrams of systems and networks
- Configure, Manage, Monitor and Secure Systems and Services
- Maintain installation manual, user manual, and other technical documentation
- Perform routine audit of software systems
- Troubleshoot problems reported by users. Co-ordinate across departments and escalate issues to respective teams as required
- Maintain ticketing system with regular updates, monitoring and feedback
- Provide daily, weekly, monthly and other regular updates on activities and project progress to your supervisors

Requirements

- Ability to interact and communicate with senior leadership at all levels – having excellent Communication Skills Verbal/ Written in both English and Nepali.
- Education: A Bachelor's Degree in relevant faculty or other faculty plus relevant training and experience
- Should have at least 1 year of experience in related field that lead to acquiring required technical skills.
- Basic scripting, programming & coding
- PC and Mac systems and other mobile operating systems administration
- Linux/Unix administration
- MySQL, Microsoft SQL or PostgreSQL administration
- Remote desktop and management tools
- Basics of Cyber security
- Backup software and automation
- Network monitoring systems
- Basic knowledge of Network operations and troubleshooting

Job Benefits

- Competitive Salary
- Provident Fund
- Travel And Daily Allowance (TADA)
- Accidental And Medical Insurance
- Leave As Per Labor Law
- Festival And Vacation Allowances
- Nutritious On-Site Meal Facilities
- Performance-Based Rewards And Recognition Programs

Mavorion Systems Pvt. Ltd.

Title: Operations Officer
Position: Mid-Level
Experience: Min. 1-2 Years

Employment Type
Full-time

Job Location
Kathmandu, Nepal

Date posted
November 11, 2025

How to Apply
Before you apply, please ensure you have with you an updated CV/Resume that you can upload. While not mandatory, a cover letter is highly recommended.

- 5-Working Days
- Recreational And Team-Building Programs
- Continuous Learning And Development
- Leave Encashment Options For Added Flexibility
- Positive And Inclusive Work Culture
- Mental Well-Being Initiatives
- Growth Opportunities

Contacts

We’re excited to meet people who not only have the skills—but also the mindset to make a real impact.

Apply today and be part of our mission to power smarter systems for a healthier tomorrow.

Human Resource Department
Mavorion Systems Pvt. Ltd.
Nursery marga, Lazimpat
Kathmandu 44616, Nepal