

VACANCY ANNOUNCEMENT

Himalayan Distillery Limited stands at the forefront of Nepal's alcoholic beverage industry, renowned for its legacy of excellence, product innovation, and market leadership. Home to iconic brands such as Golden Oak, Black Oak, and recently launched Silver Oak, we have continuously shaped consumer preferences and set new standards across Nepali alco-bev landscape. Powered by state-of-the-art manufacturing unit and an expansive distribution network, we are committed to scaling new frontiers in quality, performance, and brand experience. As we embark on our next phase of transformational growth, we invite driven and future-ready professionals to become part of our journey in redefining the spirit of Nepal from the Himalayas.

1. **Position: Administration Associate**

Requirement: 1

Role Summary:

The Admin Associate supports daily administrative functions including documentation handling, scheduling coordination, internal communication, and office logistics. This role ensures smooth operational workflows by maintaining organized records, assisting with travel arrangements, and supporting overall office management under the supervision of the Admin Officer or Manager.

Minimum Required Education & Experience:

Bachelor's degree; fresh graduates with a good understanding of corporate administration are encouraged to apply.

2. **Position: Business Intelligence Associate**

Requirement: 1

Role Summary:

The BI Associate supports the development and maintenance of business intelligence dashboards, reports, and analytics tools by collecting, cleaning, and analyzing data to provide actionable insights. This role works closely with cross-functional teams to support decision-making, improve reporting efficiency, and monitor key business KPIs.

Minimum Required Education & Experience:

Bachelor's degree; fresh graduates with a good understanding of MS Excel are encouraged to apply.

To Apply,

Send your updated CV, along with your application to Hr@himalayandistillery.com by 14th Kartik, 2082.