



## Business Coordinator

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 24, 2014, midnight

### Basic Job Information

Job Category : Sales / Public Relations  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Fluent in english both writing and verbal
  - Candidates with Secretarial course or Office Management course will be given preference
  - Should have 2-3 years experience in related field
  - Should have good computer knowledge
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### Job Description

- Assist in maintaining strong working relationships with the company's book trade partners (customers and distributors) providing a service that is highly valued
  - Receive and process orders from worldwide customers
  - Update internal & external systems to ensure orders are processed in a correct and timely manner
  - Respond to general enquiries
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### Applying Procedure

Apply Link : <https://merojob.com/business-coordinator/>

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