



## Public Relation Officer (Male/Female)

- **Vacancy for:** 2
- **Posted on:** Nov. 6, 2017
- **Deadline:** Nov. 25, 2017, 11:55 p.m.

### Basic Job Information

Job Category : Sales / Public Relations  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Basundhara-Kathmandu  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### Other Specification

- Communication and interpersonal skills.
  - Should have computer skills (Email, Internet, Ms Word, Ms Excel, Ms PowerPoint etc)
  - Well-developed skills in written and spoken English
  - Able to work under pressure to demanding time pressures and to meet deadlines
  - Able to work on own initiative and as part of a team
  - Should have good knowledge about recruitment or manpower field
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### Job Description

- Timely update & coordination with different team and report to manager
  - Maintaining good relationship and coordination with the agents and candidates.
  - Try to build up business relationship with agents
  - Briefing the candidates about the job vacancies available
  - Preference will be given to candidates with experience in the same field
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### Applying Procedure

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

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