



Business Development Executive

- **Vacancy for:** 1
- **Posted on:** Sept. 21, 2018
- **Deadline:** Sept. 29, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu with frequent visits outside valley
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Must have completed Bachelors Degree in Management or any field, Masters level preferred
- Must have experience of more or equal to 1 year in a consulting firm or similar field
- Knowledge of E-marketing and online boosting
- Ability to convince and persuade students and is committed to service excellence
- Ability to build relations with new prospective partners
- Should not have a problem in working hours. Generally, working hours can also be 8+ hours per day
- Fluency in English both written and spoken

Job Description

This position will be responsible for achieving sales and admission targets by generating enquiries, through outreach activities, following up referrals, converting this into sales and admissions.

Job Description:

- Building a proper marketing strategy and implementing them to achieve admission targets
- Coordinating with consultancy partners and local college coordinators 'in order to achieve admission targets
- Counseling potential students and their parents for admission in the university
- Coordinating with marketing agencies such as online marketing agencies, newspaper marketing agencies, etc
- Professionally advising the students to take the best appropriate course
- Manage and assist all the operational office activities such as keeping records of queries and maintaining budgets, etc
- Manage the marketing materials such as enquiry forms, university brochures etc
- Attend and coordinate during education fairs providing the best guidance to the potential admissions
- Conducting school activities, seminars and counselling sessions.
- Experience in project management and/or sales

Salary and Benefits: Negotiable as per qualifications and experience

Applying Procedure

Apply Link : <https://merojob.com/business-development-executive-123/>

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