



## Business Development Officer

- **Vacancy for:** 1
- **Posted on:** May 28, 2018
- **Deadline:** June 9, 2018, 11:59 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations > Corporate, Purchase/ Procurement, Commercial, Business Development/ New Accounts, Administration
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Naxal, Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 8,000.00 - 12,000.00 Monthly

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Emails, Command In Spoken Nepali Language, Able To Work Alone Or Team, Quick Learner, Negotiations, Self-Organized, Time Management

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### Job Description

- Manage business relationship with various firms and partners to help increase our business coverage and area
  - Maintaining relationships with our business partners and negotiate and finalize business deals with them.
  - Coordinate with management to take various decisions on your own
  - Perform research and use those details to analyze financial implications to company when making purchases.
  - Keep track of partners and competitors' to help management to take better and informed decisions in purchasing/procurement.
  - Bidding and Tender Management
  - Vendor Management
  - Research & analysis on clients/vendors/partners
  - Organize competitor's profile
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### Applying Procedure

Apply Link : <https://merojob.com/business-development-officer-269/>

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