



## Business Operation; Assistant Manager

- **Vacancy for:** 2
- **Posted on:** Oct. 13, 2017
- **Deadline:** Oct. 23, 2017, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 4 years

### Other Specification

- BBA/MBA degree in a business related discipline such as management, International business and finance or accounting
- About 4-5 years of experience in the field of mobile, home appliance business, Developing PR with RDs and groundwork for sales in market

### Key skills

- Sufficient organizational skills and ability to carry out multiple and intricate tasks
  - Prior familiarity with operations management principles and adequate exposure to the use of computer applications
  - Extensive knowledge of principles of quality assurance, testing, planning and execution
  - Strong leadership skills and ability to perform a wide range of duties
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### Job Description

#### Purpose of the Job:

- To work in a given time period to directs and controls the activities of sales, retail, business development team and managing departmental initiatives. Also to participate in with business partner and vendor's matters, business planning and coordinating budgetary market demand information, monitoring expense reports, and performing cost/scheme-benefit analysis

#### Main responsibilities:

- Enhance the operational procedure, business processes and enhanced management reporting
- Organize and intensify efficiency support services by ameliorating functions and coordinating communication between businesses and support functions.
- Perform a meaningful role in long-term planning and establishment initiatives aimed at operational distinction
- Supervise overall sales, Retail and marketing planning systems and financial management Organizing the budget of the company in collaboration with the director
- Perform organizational roles that ensure the protection regulations are followed by business partners and vendors.
- Supervise the market service units and ensure that they are in line with customer satisfaction objectives
- Reevaluate market-related statistics and data

**Key Performance Indicators:**

- Required to create conducive working environment which supports work creativity and vitality
- Excellent leadership and problem-solving attributes in addition to accurate communication
- Swiftly and making prompt decisions without much hesitation
- Motivated team members
- Managing the logistics of the organization, developing inventories and budgets

**Reporting to:** Business Operation Head

**Domain:** Sales

**TO APPLY:**

Please send your updated resume along with cover letter, passport size pic. and also mention preferred location to [careers@ims-np.com](mailto:careers@ims-np.com)

**OR,**

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**Applying Procedure**

Apply Link : <https://merojob.com/business-operation-assistant-manager/>

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