



## Candidate Relation Executive

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 3, 2016, 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

- Should have good attitude, convincing and presentation skills
  - Should be outspoken with good communication and interpersonal skill
  - Should possess pleasant personality and positive attitude
  - Should have report writing and documentation skills
  - Should be proficient in computer skills (Email, Internet, MS Word, MS Excel, PowerPoint etc.)
  - Should be able to work under pressure
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### Job Description

- Deal with registered jobseekers and handle the queries efficiently and effectively to create one stop solution
- Communicate the detail information of all the services to the interested job seekers
- Ensure the proper deliverance of all the operations and processes to the job seekers
- Timely deliver the details of jobseekers to the concerned personnel and follow up/ update of the services
- Coordinate trainings and provide support to the concerned personnel
- Meet the target as given by the concerned authority in a stipulated period of time
- Perform other task assigned by the concerned authority

Salary offered, Benefits and more:

- Gross salary of NRs. 15,000.00 + attractive incentive with benefits such as fuel allowance, communication allowance, festival bonus, subsidize lunch
  - Other benefits such as Provident Fund, Insurance, Gratuity after confirmation of employment
  - Dynamic and challenging working environment for better learning and career growth opportunity
  - Good working culture and environment
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### Applying Procedure

Apply Link : <https://merojob.com/candidate-relation-executive/>

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