



## Client Servicing Executive

- **Vacancy for:** 5
- **Posted on:** Jan. 16, 2018
- **Deadline:** Jan. 26, 2018, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Bachelor degree holder preferably with major in Business Administration or relevant discipline
  - Service-oriented, responsible, great communication and interpersonal skills.
  - Proactive in client management and development
  - Great command in English, both written and speaking
  - Should be flexible to work in odd hours too
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### Job Description

- To work closely with the clients fulfilling their requirements
- To develop, implement and monitor clients' accounts
- To provide solution within reasonable time frame and maintain customer satisfaction level
- To provide account management advisory service to clients
- To develop future business opportunities by maintaining good relationship with clients

### TO APPLY:

Interested candidates are requested to submit their updated CV & Cover Letter along with Passport size Photo at [hr@maxmedia.com.np](mailto:hr@maxmedia.com.np)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/client-servicing-executive-25/>

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