



## Communications Executive

- **Vacancy for:** 1
- **Posted on:** March 22, 2018
- **Deadline:** March 31, 2018, 6:30 p.m.

### Basic Job Information

Job Category	: Marketing / Advertising / Customer Service > Marketing communication, Communication/ Public relation/ Media
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: Negotiable

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### Job Specification

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

### Other Specification

- Should have excellent verbal and written communication skills
  - Should be able to type both in Nepali and English
  - Should have good presentation and strong analytical skills
  - Should have effective convincing & negotiation skill
  - Should be able to work under pressure
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### Job Description

#### Salary, Benefits and more:

- Gross Salary NRs.16,000.00 to 18,000.00 + attractive incentives
- In addition to gross salary, benefits such as provident fund, gratuity, accidental insurance, medical insurance and subsidize lunch from date of join
- Dynamic and challenging working environment for better learning and career growth opportunity
- Good working culture and environment

### Job Description

- Coverage on different programs/activities of the company and communicate effectively to the internal and external target audiences through different medium
  - Prepare/edit organizational publications and communicate for internal and external audiences to maintain favorable public and stakeholders perceptions of organizations accomplishments
  - Manage the organization's corporate accounts on social/business network sites and use these social networking sites to engage current/prospective clients and general public by creatively presenting the contents
  - Prepare scripts and other necessary arrangements to broadcast program, proofread the materials and publish articles in mass media
  - Establish and maintain cooperative relationships as well as good coordination among the media personnel/institutions/associations for various activities
  - Find, collect, file/record and analyze the published relevant company related matters
  - Write newspaper articles, brochure/flyer content drafting, writing for the Website, content for social media tools, report and proposals writing
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### Applying Procedure

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

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