



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

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

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

Applying Procedure

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

