



Correspondence (Sales) Officer + Content Writer

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 20, 2016, midnight

Basic Job Information

Job Category : IT & Telecommunication
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Excellent written and spoken English is a must
 - Previous online copywriting experience will be beneficial
 - Very good organisation skills
 - Hardworking, flexible attitude and sense of fun
 - Ability to learn new skills quickly
 - Proactivity
 - Excellent computer and internet skills
 - Efficient copy-writing and editorial skills (any Knowledge of Photo Editing/HTML/CMS is an advantage)
 - Desire to gain experience in the travel industry
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Job Description

The website Correspondence Officer + Content Writer will be responsible developing the voice for all aspects of the organization's online presence . In addition to writing, editing, and proofreading site content and customer support and answering customer query

- Dealing with customer enquiries and aiming to meet their expectations
 - Meeting company directors who advise on strategy and finding out about any local issues and future trends
 - Communicating with sales consultants and providing encouragement, help and advice
 - Dealing with disciplinary matters and customer complaints
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 - Dealing with disciplinary matters and customer complaints
 - Write content for travel activity products that inspires consumers to read and engage
 - Researches, writes and edits brand-driven web content for websites, blogs, press releases, ad copy, newsletters, etc.
 - Publish written content on website platforms (blogs/cms/ press releases)
 - Publish Written content on social media, news letter
 - Increases brand-awareness and target audience engagement through written content
 - Must be able to work with minimal direction while meeting very aggressive deadlines
 - Must submit extensive writing portfolio with resume
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Applying Procedure

Apply Link : <https://merojob.com/correspondence-sales-officer-content-writer/>

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