



## Customer Relations Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 31, 2018
- **Deadline:** Nov. 21, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Sales / Public Relations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
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

- Excellent written and oral communication abilities
  - Strong negotiation skills
  - Superior problem-solving skills in business and everyday situations
  - Able to apply critical thinking skills to resolve difficult issues
  - Able to remain calm in frustrating situations
  - Engaging and outgoing personality
  - Able to listen to and comprehend client's problems with the intent to solve them
  - Detail-oriented
  - Candidates familiar and willing to work in Province No.2 shall be given preference
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### Job Description

#### Position Summary:

The Customer Relation Officer is a great opportunity to be one of the full-time members of our Business Development team and position yourself for excellent opportunities for your career growth and to build upon your experience. The position is responsible for maintaining a healthy relationship with clients, deal with their queries and issues, and sell a company's product or bring in business as per their requirements

#### Duties and Responsibilities:

- Manage client relationship and expectations
  - Identify and assess the client's needs to achieve satisfaction
  - Build sustainable relationships of trust through open and interactive communication
  - Keep records of client interactions, process client accounts and file documents
  - Understanding client requirement
  - Prepare a project proposal with the help of the technical team
  - Generate sales lead
  - Develop and implement appropriate prospect and client-wise negotiation strategies
  - Able to work with the development team
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### Applying Procedure

Apply Link : <https://merojob.com/customer-relations-officer-4/>

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