



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

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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