



Event Officer

- **Vacancy for:** 1
- **Posted on:** Aug. 18, 2017
- **Deadline:** Sept. 2, 2017, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
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

- Bachelor's degree in Business Management, Commerce or any relevant field
 - Experience of event management and brand promotions at least 1-2 years
 - Fluent in English and local language
 - Computer skills and proficient in MS-office applications (Word, Excel, PowerPoint)
 - Must have own vehicle
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Job Description

- Develop annual brand promotion, event plan
- Organize and lead special projects and events targeted at brand promotion.
- Develop and formulate event organizing policies and strategies with the help of the team.

The Organization has the facility of:

- Festival Allowance
- Provident Fund
- Gratuity
- Leaves, as per company rule including maternity and paternity leave, sick leave, home leave, festival leave, alternative leave and encashment of unused leave
- Accidental insurance, life insurance, and term life insurance
- Medical expenses, etc

Reports to: Marketing Department Head

TO APPLY,

Interested candidates are requested to submit the current CVs and Cover letter to
hrdep@newbusinessage.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/event-officer-5/>

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