



## Sales & Support Officer

- **Vacancy for:** 10
- **Posted on:** May 4, 2018
- **Deadline:** June 6, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Marketing / Advertising / Customer Service > Sales and Marketing, Customer Support, Maintenance/ Service/ Repair, Account management, Business Development/ New Accounts
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 15,000.00 - 50,000.00 Monthly

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Computer Operation Knowledge, Working Experience In Any Accounting Software

### Other Specification

- Must be a Commerce Graduate
  - Must have a strong command over any accounting software preferably Swastik
  - Must have a pleasant personality and strong PR skills
  - Capability to reconcile Accounts, VAT and Bank Statement
  - Capability to install software on the computer and Troubleshoot general problems
  - Must have general hardware and networking knowledge
  - Must have a strong command over spoken and written English
  - Must have two-wheelers driving license
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### Job Description

- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Must have adequate sales skill
- Must have proper Presentation and communication skill
- Must have two wheeler driving license

### Company Benefits

- Learning and Co-operative Environment
- No Salary Bar for Right person

### TO APPLY:

Interested candidates can send their updated resume to  
[bestjobsnepal@gmail.com](mailto:bestjobsnepal@gmail.com)/ [info@hitechnepal.com.np](mailto:info@hitechnepal.com.np)

OR,

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## Applying Procedure

Apply Link : <https://merojob.com/it-sales-support-officer/>

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