



Jr. Sales Coordinator

- **Vacancy for:** 2
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 29, 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 : Not Required

Other Specification

- Must have completed BBS, BBA or equivalent
- Must have 1 Year or more experience in related field

Skills:

- Effective Interpersonal and Communication skills
- Effective time management skills
- Team Management Skills
- Good written and verbal skills
- Good finance and accounting skills
- Good computer skills (MS Word, MS Excel, Emails, Power Points)

Characteristics:

- Quick learner
 - Driven
 - Can work well in a fast paced environment
 - Pro-active
 - Responsible
 - Motivated and positive thinker
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Job Description

The position 'Sales Coordinator' is a key point of reference for colleagues as well as customers. The main purpose of this position is to facilitate the team's activities to maximize their performance and the solid and long-lasting development of the company

The key responsibilities of this position are as follows:

- Maintain administrative operations and task, follow office work flow procedures
- Handle the processing of orders, maintain files and records
- Review and control the Agreements brought forward
- Inform other departments and clients of the status of the order or any unforeseen delays or problems.
- Resolve administrative problems by analyzing, identifying and communicating
- Preparation and organizing of promotional material and events
- Coordinate and convey customer queries and complaints

Applying Procedure:

Interested candidate can apply send their updated resume with application letter to hadmin@ewc.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/jr-sales-coordinator/>

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