



Liaison Officer

- **Vacancy for:** 1
- **Posted on:** Dec. 4, 2018
- **Deadline:** Dec. 11, 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
Professional Skill Required	: Excellent Communication And Interpersonal Skills, Computing Skills, Pleasant Personality, Presentation

Other Specification

- At least Bachelor's degree completed (Preference will be given to Master's degree holder level)
 - Excellent command in written and spoken English
 - Smart looks, good etiquette, pleasant personality
 - Ability to correspond in international level
 - Have effective communication and presentation skills
 - Command in computer
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Job Description

- Draft letters and correspond with individual, organizations and institutions as required via email, telephone and post
 - Deal with clients and visitors and provide them with the information they seek for
 - Have adequate information and resource materials in connection with educational consultancy and travel tours services
 - Other works under direction and supervision of Executive Chairman and Operation Manager
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Applying Procedure

Apply Link : <https://merojob.com/liaison-officer-10/>

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