



Business Operations Manager

- **Vacancy for:** 1
- **Posted on:** Nov. 18, 2018
- **Deadline:** Nov. 26, 2018, 11:59 p.m.

Basic Job Information

Job Category : Sales / Public Relations > Business Development/ New Accounts
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : NRs. 50,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

Educational Qualification:

- At least Bachelor level in Management or equivalent degree
- At least two years experience in related field

Job Specification:

- Management experience in a team-oriented workplace preferred
 - Demonstrated knowledge of general management practices
 - Excellent organizational management skills
 - Excellent team management skills
 - Outstanding interpersonal relationship building
 - Practical knowledge and skills of operating MS office package
 - Excellent communication and coordination skills
 - Good public relations
 - Ability to accept challenges and tackle difficult situations and meet the expected goals.
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Job Description

- Manage the overall operational, budgetary, and financial responsibilities and activities of the project independently or with minimal supervision
- Set clear expectations, provide needed autonomy to Field In-charge & Promoters, timely track and monitor the progress and give recognition for results as well as provide constructive feedback and coaching.
- Encourage, motivate and coordinate with all nationwide team members for synergetic result. Ensure good culture with the team.
- Prepare effective strategies, meet with concern stakeholders to achieve the project overall sales service target
- Coordinate with internal stakeholders for the smooth operations of the project from respective units
- Build strategic relationships with stakeholders with the motive to build and achieve the overall targets of the project
- Responsible to resolve the complaints/problems and record as well as forward it for concern respective units
- Plan, evaluate, and improve the efficiency of processes and procedures to enhance speed, quality, efficiency, and output.
- Review performance data that includes financial, service sales, and activity reports prepared by Field In-charge to monitor and measure project's productivity, goal achievements and overall effectiveness.

- Analytical Report presentation to Senior Management on overall progress and activities about the projects
- Perform other duties and responsibilities, as assigned.

Salary offered, Benefits and more:

- Gross salary of NRs 50,000.00 including benefits (provident fund and social security)
 - In addition to gross salary, benefits such as fuel allowance, medical insurance, accidental insurance and attractive incentives
 - Dynamic and challenging working environment for better learning and career growth opportunity
 - Good working culture and environment
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Applying Procedure

Apply Link : <https://merojob.com/manager-215/>

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