



## Marketing and Operation Officer

- **Vacancy for:** 7
- **Posted on:** Oct. 24, 2018
- **Deadline:** Nov. 21, 2018, 11:55 p.m.

**Job Category:** Cooperative Financial Operation and Control, Accounts, Tax, Co-operative Marketing

**Job Level:** Officer Level - 6

**No. of Vacancy:** [ 1 ]

**Job Location:** Janakalyan SACCOS ( Head office)

**Offered Salary:** As per the BOD decision

**Probation period:** 6 months

**Job Basis:** Contract

**Job Type:** Full Time

**Age:** Should not exceed 35 years as on Nov 21, 2018

**Exam fee:** Rs.200/-

**Vacancy no:** 02/075/076

### Job Specification:

- Education Level: Bachelor Degree in Management or Economics / B.sec IT with Management /BIM
- Skill: Report /proposal Writing, Financial Software, Ms-Office

### Experience Required:

- More than or equals to 3 years in cooperative/ Finance sector

### Other Specification:

- Person having 3 years of work experience in related field with Financial Operational management
- Should have good knowledge in Financial software, ETDS and English-Nepali typing
- Self motivated and ability to work under pressure
- AML Reporting/ Copomis data management software and Accounting knowledge
- Must have pleasant personality and good analytical skill
- Ability to handle Daily operation and Marketing promotion
- Ability to work in a team based environment

### Job Description

Your responsibilities will include (but are not limited to):

- Provides ongoing financial data, analytical reports and preparing Pearls report, AML report and other reports to CEO
- Resolve accounting discrepancies and operation related task
- Must keep record of day to day operation / transaction
- Independently handling Daily operation department
- Establish, maintain, and coordinate the implementation of accounting, and accounting control procedures
- Prepares Bank Reconciliation statement, Inventory record ,asset, liability, and capital account entries by compiling and analyzing account information
- Maintains accounting controls by preparing and recommending policies and procedures
- Maintain operation security and following internal controls
- Prepares payments by verifying documentation, and requesting disbursements
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations
- Contributes to team effort by accomplishing related results as needed
- Manage and approving cash flow on an ongoing basis to ensure fiscal performance according to budget
- Liaise directly with Internal & external auditors, tax authorities and ensure timely and accurate reporting and submission
- Coach, Mentor and discipline staffs
- Develop effective marketing and promotion campaigns
- Be proactive in finding more efficient ways of working through use of new tools or procedures

**Note:** Only shortlisted candidate will be invited for further recruitment process. Janakalyan SACCOS reserves the right to accept/ reject any or all applications without assigning any reason, whatsoever. Documentary evidence related to qualification and experience shall be asked from short listed candidates for further selection process.

### Applying Procedure:

Local Candidates are encourage to apply: Interested and qualified candidates are invited to send their application letter,along with Curriculum Vitae, copy of education mark sheet, experience certificate, recent two PP size photograph with daytime contact number to address to given below date before 2075/08/05 (Nov. 21, 2018, 5 p.m.) and also send their all documents on [janakalyan.ceo@gmail.com](mailto:janakalyan.ceo@gmail.com) / [info@janakalyan.coop.np](mailto:info@janakalyan.coop.np) , Address:(Benighat Rorang-3 Richoktar, Malekhu dhading, Nepal)

**OR,**

### **Applying Procedure**

Apply Link : <https://merojob.com/marketing-and-operation-officer/>

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