

Office Executive

- **Vacancy for:** 1
- **Posted on:** Dec. 1, 2017
- **Deadline:** Dec. 15, 2017, 11:59 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 12,000 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Job Description

RESPONSIBILITIES:

PRODUCT RESEARCH

- Understand the product and get engaged in product research.
- Conduct research on all the required information related to the product available online.
- Capture product information from a variety of sources like competitor's website, manufacturer's website, physical and digital catalog etc.

CONTENT/SPECIFICATIONS GENERATION

- Create the compelling content including title, description, features and specs of the product to ensure they are search optimized as well as appealing.

IMAGE PROCESSING

- Source the high resolution, best quality images and enhance them as per company's requirements.
- Image quality is extremely important element of E-Commerce.

PRODUCT UPLOADING/ UPDATING

- Upload /update products using our CMS. Deleting products which are out of stock

SOCIAL MEDIA MANAGEMENT

- Manage multiple Facebook accounts of the company. Answer queries received on company's Facebook page

CUSTOMER SERVICE

- Reply calls, emails of the customers and assist them in navigating our ecommerce or help them throughout their online purchase.

REPORTING

- Report to the CEO via daily, weekly and monthly sales report. Prepare and submit daily task accomplished reports

REQUIREMENTS AND QUALIFICATIONS:

- Positive attitude, detail and customer oriented with good multitasking and organizational ability
- Strong command in written and spoken English
- Bachelors running in any discipline
- Knowledge of basic Photoshop skills will be considered an added advantage but not mandatorily required.

- The incumbents should possess a laptop of their own

APPOINTMENT TYPE:

- Full-Time Employee working for 8 hours a day 6 days a week.

SALARY AND BENEFITS:

Remuneration will be as per company's rules and regulations however salary bar may not be applicable for deserving candidates.

Incentives provided as per the performance appraisal

Applying Procedure:

Review of applications will begin from **10 December, 2017** and will continue until interviews are held. Submit application with the copies of your testimonial at info@babyshopnepal.com

A criminal records review will be conducted prior to employment. babyshopnepal.com is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-executive-18/>

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