



Office Executive – Sales

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Oct. 29, 2013, midnight

Basic Job Information

Job Category : Sales / Public Relations
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Relevant experience would be an added advantage.
 - Good communication skills in both English and Nepali language.
 - Ability to work in under pressure.
 - Should be willing and able to work as a part of a team.
 - Should be proficient in the use of Microsoft Word, Excel and Power Point E-mail and Internet.
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Job Description

- Performing the role of liaising among distributors, marketing talents and office system.
 - Keep records of purchase order, stock and daily sales.
 - Evaluate and monitor marketing talents so as to achieve sales target assigned to each marketing talent.
 - Receive and response phone calls from different vendors, distributors and other relevant parties.
 - Report to general manager and executive director.
 - Perform other duties as assigned by manager.
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Applying Procedure

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

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