Out of Hours Recruitment Coordinators

- **Vacancy for:** 4
- **Posted on:** April 26, 2018
- **Deadline:** May 21, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Sales / Public Relations > Sales and Marketing, Account management, Sales Support/ assistant, Administration
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: NRs. 30,000.00 - 40,000.00 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Customer Service, Sales, Marketing, Administration

Other Specification

- Must be a university graduate and hold an excellent command of both written and spoken English
- Candidates that have studied abroad for their degree would be of particular interest
- Successful candidates must be able to demonstrate a tenacious proactive manner to their approach to work
- Candidates with a background in sales would be preferable however those with experience in a customer facing administrative role would also be considered
- Experience or willingness to work within a very strong target-driven industry is an absolute must as expectations will be very high therefore the ability to work under pressurised environments are also crucial
- Attention to detail, organisational skills as well as delivering a high level of service is also a very important aspect to this role

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Job Description

We are currently looking to establish our first overseas office and are seeking ambitious and hard-working graduates that are seeking a career in sales, compliance and administration. The role will be both challenging and varied but will have some amazing rewards for successful candidates. You will be required to:

- Contact client and candidates
- Collect crucial compliance documents from candidates
- Provide excellent customer service to clients and candidates alike
- Confirm shifts
- Provide marketing assistance to the UK team
- Ad Hoc administrative tasks

Please note: The position is to support the UK team out of the normal UK working times, therefore, individuals must be able to work varying shift patterns to compliment the time difference. Full details on shift patterns will be provided to successful applicants.

TO APPLY:

Interviews will be conducted over skype but please send your CV and covering letter outlining why you would like this role and why you feel you would be suitable for **rchhetry@frce-group.co.uk**

OR,

Applying Procedure

Apply Link : https://merojob.com/out-of-hours-recruitment-co-ordinators/

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