



Public Relation Officer (Female)

- **Vacancy for:** 2
- **Posted on:** Nov. 20, 2017
- **Deadline:** Nov. 30, 2017, 11:55 p.m.

Basic Job Information

Job Category : Sales / Public Relations
Job Level : Entry Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

Educational Requirement:

- + 2 passed and Graduate in any Stream. Aged between 22 – 30 years
- Applicants must have hands-on experience with computers
- Should have minimum 3 years of working experience in related field
- Self-motivated and a positive attitude and a strong work ethic

Skills Required:

- Customer Service
 - Overachieving Attitude
 - Work Ethic
 - Verbal and Written Communication
 - Friendly
 - Adaptable
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Job Description

- Planning recruitment strategies and activities
- Dealing with enquiries from the candidates and agents
- Aggressive follow-ups with agents to arrange suitable candidates
- Organizing and managing the candidates at the time of interview drives
- Providing daily reports to Secretaries/Coordinators and Managers with information about new progress on recruitment
- Maintaining a Report format or day book with the full entries of dealing agents and shortlisted candidates on daily basis
- Liaising with clients at the time of interviews

TO APPLY:

Interested and eligible candidates are requested to send their updated resume at theriver@wlink.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/public-relation-officer-female-22/>

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