



## Public Relation Officer - PRO (Male)

- **Vacancy for:** 2
- **Posted on:** Oct. 30, 2018
- **Deadline:** Nov. 30, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Sales / Public Relations  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Narayan Gopal Chowk, Kathmandu ,Nepal  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- Must have communicable English
- Basic computer knowledge is required
- At least +2 passed
- Preferred Age 21-30 years

### Working Hours:

**Day Shift:** 9:30 AM to 5:30PM

**Lunch:** Provided

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### Job Description

- To handle all Government related job
  - Handling incoming and outgoing calls
  - Respond professionally to phone calls and assist the candidates in providing all useful information regarding Demand
  - Providing information of current demands to candidates and agents
  - Provide a meet and greet function for Placements walk-in candidate and successfully communicating demand information and providing advice
  - Maintain a positive attitude and contribute towards a quality environment
  - Maintaining accurate records of all walk-in clients and phone call. Any and all paperwork, documentation, contact details, reports or lists generated will remain the property of Placements
  - Assist Manager and Other staff in office related activities
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### Applying Procedure

Apply Link : <https://merojob.com/public-relation-officer-pro-male/>

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