



Sales and Marketing Executive

- **Vacancy for:** 2
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 24, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Sales / Public Relations
Job Level	: Entry Level
Employment Type	: Full Time
Job Location	: Bakhundole, Lalitpur, Nepal
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Should have completed Bachelor's Degree, preferred Masters' Degree from Management
 - Experience in a related field is preferable but fresher's having excellent interpersonal & communication skills may also apply
 - Should be proficient in MS Office, good in report writing and email correspondence
 - Able to work in a team
 - Should be Proficient in Written/Spoken English
 - Be able to work independently
 - Knowledge on Freight Forwarding/Logistics will be an advantage
 - Two wheelers with valid licenses would be an advantage
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Job Description

- Conducting Sales and Marketing on Daily basis
- Establishing new clients locally, nationally and internationally
- Conduct direct marketing by visiting customers and through telesales on a day-to-day basis
- Email correspondence with customer and overseas
- Identify potential business, maintain and develop relationships with existing and new customers
- Gather market and customer information gaining a clear understanding of customers requirement
- Prepare quotations for customers
- Prepare daily, weekly and monthly sales reports for the Sales Manager
- Review own sales performance, aiming to meet or exceed sales targets

Note: Salary and Benefits will be as per the company rules and regulations

Applying Procedure:

Interested candidates are requested to submit their CV, along with the copy of their relevant certificates, recent photograph with expected remuneration to the following address via email by 23rd November, 2018.

B & B Freight Pvt. Ltd.
Head Office: Pulchowk, Lalitpur, Nepal.
Email: hr@bnbfreight.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/sales-and-marketing-executive-77/>

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