



Sales Coordinator

- **Vacancy for:** 1
- **Posted on:** Oct. 22, 2018
- **Deadline:** Nov. 22, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- Good Writing Skills
 - Willing to travel
 - Must be fluent in oral and written English and Nepali
 - Advanced computer literacy (inclusive of MS office)
 - Must have driving license
-

Job Description

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
 - Ensuring the adequacy of sales-related equipment or material
 - Responding to complaints from customers and give after-sales support when requested
-

Applying Procedure

Interested candidates are requested to submit their updated resume to info@dvgroupnp.com

Generated By

