



## Sales & Marketing Associate

- **Vacancy for:** 1
- **Posted on:** Oct. 26, 2018
- **Deadline:** Nov. 12, 2018, 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

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Decision-Making, Analytical, Negotiation

### Other Specification

- Must have Bachelor's Degree in related field of Information Management or Information Technology or Computer Science or Electronic and Communication.
  - Must have good Communication and Presentation Skills.
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### Job Description

- Maintain and develop relationships with existing customers in person and via telephone calls and emails.
- Call to arrange meetings with potential customers to prospect for new business.
- Marketing WDN's Enterprise Solution products to potential clients.
- Understand customer's business needs and objectives.
- Respond to incoming email and phone inquiries ☎ Act as a contact between a company and its existing and potential markets.
- Negotiate the terms of an agreement and close sales.
- Gather market and customer information .
- Create detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer.
- Check the quantities of goods on display and in stock.
- Procurement of products for customers according to their requirement.
- Submission of sales and marketing reports to management.
- Maintain professional and technical knowledge by attending educational workshops in related field.

### Career Development:

- Gaining ICT industry experience and exposure to the market
- Gaining experience in marketing, ICT technical, decision-making and negotiating

### Applying Procedure:

Interested candidates are requested to send their updated resume to [hr@wdn.com.np](mailto:hr@wdn.com.np) or drop **CV** to **WDN Kantipath Office**

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/sales-marketing-associate-2/>

