



## Sales Officer

- **Vacancy for:** 1
- **Posted on:** Sept. 25, 2018
- **Deadline:** Nov. 21, 2018, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year  
Professional Skill Required : Ms Office Applications, Communication

### Other Specification

- Must be a graduate in related field
  - Proven experience of 6-12 months in related field
  - Proficiency in English and Nepali (both written and oral)
  - Must have good operating knowledge of Ms Office (Excel, Google docs, etc)
  - Self starter who has a go-getter attitude with desire to learn
  - Must have passion for sales and customer service in the technology industry
  - Team player who enjoys working in a fast paced environment
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### Job Description

- Handle queries from various online/offline sources ( facebook ,whatsapp,viber, phone,etc.)
- Chat, call and follow up with customers who inquired about the services provided by the clinic
- Update the queries on daily basis in the excel sheet and manage the follow ups accordingly
- Achieve sales targets in the given customer profile after gaining knowledge of the services provided by the clinic
- Work with the team to provide inputs and feedback from customers

### Note:

**Basic Salary:** Rs.10,000- Rs.12000 + Food Allowance + Sales Incentive

**Working Hour:** 10 am - 6 pm

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### Applying Procedure

Apply Link : <https://merojob.com/sales-officer-337/>

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