



## Sales Officer

- **Vacancy for:** 15
- **Posted on:** Aug. 16, 2018
- **Deadline:** Aug. 27, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Sales / Public Relations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Banepa, Butwal, Pokhara, Nepalgunj
Offered Salary	: Negotiable

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### Job Specification

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

### Other Specification

- Outgoing personality with excellent communication & negotiation skill
  - Should be able to meet the target and deliver results
  - Must be proficient in MS-Office
  - Should have an understanding of Channel / Project sales
  - Two wheeler driving license with own bike
  - Preference will be given to local candidates
  - Ready to work in the field
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### Job Description

- Communicate the annual/monthly plan to dealers
- Describe schemes and incentive package to dealers
- Execute monthly activities to meet business targets
- Visit & tie-up with channel partners
- Maintain minimum stock at dealer end
- Maintain define segment wise stock at dealer end
- Execute sales activities as per plan
- Placement of monthly order segment wise
- Collection of payments as per the terms and conditions
- To co-ordinate with Accounts for recovery of delays in payments
- To update the market information and share with the management on regular basis
- To send Daily Sales report and visit report
- Maintain the healthy relationship with distributor/dealers/technicians

**Note: Freshers are encouraged to apply however experience will be an added advantage**

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### Applying Procedure

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

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