

Job Title:	Marketing Officer
Category:	Marketing / Advertising / Customer Service
Sub Category:	• Other
Job Type:	Full Time
Job Level:	Entry Level
Job Location	Birtamod, Birgunj, Hetauda, Dhankuta, Palpa, Baglung, Damauli
Preferred Experience:	1 year
Salary:	Negotiable
No. of Vacancies:	7
Job Description:	<p>The marketing officers accomplish business development activities by communicating the organizations marketing message researching and developing marketing opportunities and plans; implementing sales plans. A marketing officer has to keep his finger on the pulse of multiple marketing efforts. He assesses the effectiveness of various efforts in a variety of mediums and their success as a whole.</p> <p>Job Tasks and Responsibilities</p> <ul style="list-style-type: none"> • Plan, develop and deliver campaigns as agreed with the timescales • Must be organized and initiative in conducting any Marketing projects • Courtesy visit to corporate & FI's clients regularly • Understand the product & Customer profile • Counseling customers about our product • Regular meeting with other depart. Such technical for cross functional and work according to the plan • Signing annual agreement with the clients and proper documentation • Contributing to the annual scales and marketing plan • Preparing separate customer files for enterprise, retail and FI's • Marketing Report writing skills along with presentation • Must initiate to learn bit of technical details • Develop and maintain positive relationships with new and existing corporate clients • Identify the new customers, acquisition and closing leads • Assist with the development and implementation of the sales strategies with specific objectives and targets • Maintain relevant statistics and information relating to the sales function • Keeping track of client's future needs and modifications and materializing it accordingly

Job Specification:	<p>The attributes & values, we seek and preserve in our team members:</p> <ul style="list-style-type: none"> • Highly developed sense of integrity and commitment to customer satisfaction • Demonstrated passion for excellence with respect to treating and caring for customers • Ability to communicate clearly and professionally, both verbally and in writing • Has "thick skin" and is able to handle complaints and unpleasant customers • Has a pleasant, patient and friendly attitude • Strong decision making and analytical abilities • Strong detail orientation and communication/listening skills • Willingness to work a flexible schedule and occasional overtime when needed • Possess a strong work ethic and team player mentality <p>Skills:</p> <ul style="list-style-type: none"> • Basic knowledge of operating a computer is a necessity <p>Experiences:</p> <ul style="list-style-type: none"> • 1 year experience in marketing or customer service
Preferred Educational Qualification:	Bachelor
Educational Description:	<ul style="list-style-type: none"> • Bachelor Degree in related field
Other Specific Requirements:	
Preferred Age Range:	Bellow 30
Preferred Gender:	Male