
Hamro Jobs

Human Resource / Org. Development
Mitra-Park, Kathmandu
<https://www.hamrojobs.co>

Business Development Officer

Basic Information

Job Category : General Mgmt. / Administration / Operations

Job Level : Mid Level

No. Of Vacancies : 1

Employment Type : Full Time

Job Location : Mitra-Park, Kathmandu

Offered Salary : Negotiable

Apply Before : 2021-11-16 (19 Days, 10 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : BBA,BBS Prefer Master

Experience Required : Equals 2 Years

Other Specification

- Should be outspoken, flexible on time, cooperative and trustworthy
 - Willingness to travel all over the Nepal for client visit
 - Should possess good communication and interpersonal skill
 - Should have effective convincing & negotiation skill
 - Should have good presentation skill
 - Should have smart and pleasant personality
 - Should have strong analytical skill and interpersonal skill
 - Should be proficient in computer skills (Email, Internet, Ms. Word, Ms. Excel, Ms. PowerPoint etc)
 - Should be able to work in a Team
 - Should be able to work on deadlines and bring result on time
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Job Description

- Coordinate with Recruitment manager and CEO to create new and best strategy achieve the target .
- Responsible to achieve both the individual and team target.
- Interact with prospective clients to understand their need/requirements.
- Find out the appropriate source Job Portals, Employee Referrals, Candidate Reference, Walk-Ins, Networking, Head Hunting, Campus Visit, Internal/ External Job posting, Company Mapping, Tie-Ups.
- Draft vacancy advertisements and post them in appropriate portals, social medias and newspaper
- Search, screen, shortlist, interview, conduct written exams(if Required), evaluate, select candidates and present qualified candidate to Client
- Prepare MIS Reports (Weekly & Monthly Status Report - Staffing & Select)