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## Hamro Jobs

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Sales/Retail

Mitra-Park, Kathmandu

<https://www.hamrojobs.com.np>

**Business Development Officer**

### **Basic Information**

Job Category : Human Resources

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Job Level : Mid Level

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No. Of Vacancies : 1

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Employment Type : Full Time

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Job Location : Mitra-Park, Kathmandu

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Offered Salary : 30000 - 50000

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Apply Before : 2026-01-10 ( 30 Days, 19 Hours From Now )

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### **Job Specification**

Education Level : Bachelor Degree

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Education Required : BBA,BBS Prefer Master

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Experience Required : Greater Than 3 Years

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## **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)