

Hamro Jobs

Sales/Retail
Mitra-Park, Kathmandu
<https://www.hamrojobs.com.np>

Business Development Officer

Basic Information

Job Category : Human Resources

Job Level : Mid Level

No. Of Vacancies : 1

Employment Type : Full Time

Job Location : Mitra-Park, Kathmandu

Offered Salary : 30000 - 50000

Apply Before : 2026-01-10 (0 Days, 3 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : BBA,BBS Prefer Master

Experience Required : Greater Than 3 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

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)