

Don't Let Covid-19 Impact Your Career

Everything isn't **LOCKDOWN**

[Growth Sellers](#), a leading HR Company is here with transformational Opportunities.

Place yourself where you stand and secure your deserving position.

Choose Your Career Here

Open Position

| SN | Position/Department | Number of Vacancy | Job Type | Job Description |
|----|---------------------|-------------------|---------------------|---|
| 1 | Recruitment Team | Few | Full Time/Part Time | <ul style="list-style-type: none">• Represent company in the job market and attract and retain a strong rider pool• Manage agency relationship and develop strong pool of candidate• Understand the HR requirements from clients, identify and recommend the right candidates to them for various positions• Screen, interview and prepare pool of jobseekers in order to meet present and future requirements• Coordinate with the client through the process and develop innovative ideas to meet the client's requirement in a short |

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|---|-----------------------------|-----|---------------------|---|
| | | | | <p>period time</p> <ul style="list-style-type: none"> • Identify and communicate with the prospective corporate clients to provide details on the services and continuous follow up with existing/prospective clients for business opportunities • Perform all the activities as assigned by the concerned authority |
| 2 | Training & Development Team | Few | Full Time/Part Time | <ul style="list-style-type: none"> • Represent company in the job market and attract and retain a strong rider pool • Identification of domestic and international speakers and making correspondence with them • Researching new training topics for all levels • Schedule the meetings; Visit the market for business development • Marketing: mail marketing, phone marketing, organization selling, social media marketing • Facilitating training sessions (in-house and customized) • Research/ Planning/ Coordination/ Execution. |

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|---|---------------------------|-----|---------------------|---|
| 3 | Jobsite Team | Few | Full Time/Part Time | <ul style="list-style-type: none"> • Promote job site and all other social media in online sites or other means of communication • Rework regarding content and placement of jobs • Advertisement collection in job site to make it sustainable • Research regarding new trends of customer needs or preference regarding job site • Competitive analysis of job site • Research the market for identifying new business opportunities • Generate prospects clients by networking, cold-calling, advertising or other means of generating interest from potential clients. |
| 4 | Business Development Team | Few | Full Time/Part Time | <ul style="list-style-type: none"> • Research the market for identifying new business opportunities • Explain prospective clients about the advantages of the products or services offered and follow up with them to close the business deals • Generate prospects clients by networking, cold-calling, advertising or other means of generating interest from potential clients. |

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| 5 | HR Related Project Team | Few | Full Time/Part Time | <ul style="list-style-type: none"> • Proposal and report writing for the concerned project. • Proper coordination and timely execution of the project. |
| 6 | Event Management Team | Few | Full Time/Part Time | <ul style="list-style-type: none"> • Planning and execution of all the yearly events/ workshops/ seminars organizing by Growth Sellers. |

Qualification and minimum requirements (For all post)

- At least 2-3 years of experience in relevant field for Bachelors holders.
- Minimum 2 years of experience for Master's degree holders.
- For HR related projects, freshers are also encouraged to apply.

Job Specification

- Should have effective convincing & negotiation skill
- Should be outspoken, flexible on time, cooperative and trustworthy
- Should possess good communication and interpersonal skill
- Should possess a pleasant personality and positive attitude
- Should be proficient in computer skills (Email, Internet, MS Word, MS Excel, PowerPoint etc.)
- Should be able to work under pressure

Salary

Negotiable based on experience and job type.

Application Procedure

- Updated Resume including Latest identical passport size photo
- Cover Letter
- Preferred Designation with Concept Note: - justifying your need in the company, your role of adding value to the company and expectation from it.

Or

Concept Note mentioning why you should be hired, how can you add value to the company and what are your expectation from the company.

Apply Here

Email: hr@growthsellers.com.np

with Subject: - New Job Vacancy Application: - August 2020

Note: The shortlisted Candidate will be reply via email or call for the further procedure

Let's Grow Together!!!