



<https://mavorion.com/job/job-sales-bdo/>

## Business Development Officer

Mavorion Systems Pvt. Ltd. is seeking a few energetic and talented individuals for the position of Business Development Officer at its Kathmandu office to add to the teams working on several interesting and challenging projects.

### Responsibilities

- Present company information to prospect and current clients.
- Handle complaints, suggestions, and updates from individual customers and members.
- Attend meetings, training, seminars and other events.
- Develop business and marketing plans in coordination with the team.
- Manage customer calls and appointments effectively for new opportunities.
- Use multiple systems to look up the information, setup appointments and to share info with technicians.
- Willingness to travel and work flexibility.
- A team player with a customer-oriented approach.

### Requirements

- Must possess strong customer service skills.
- Excellent verbal communication.
- Must be able to create a good presentation.
- Must have excellent interpersonal skills.
- Must be detailed oriented and an active listener.
- Capable to work effectively under pressure maintaining healthy office environment.
- Experience in software sales and marketing/ IT Business Development will be an added advantage.
- Education: Candidates with a Bachelor's Degree in the relevant field is preferred
- Should have at least 1-2 years of experience in related field.

### Contacts

If you have further queries, please reach out to our HR team.

Human Resource Department  
Mavorion Systems Pvt. Ltd.  
26/15 Samata marga, Baluwatar  
Kathmandu 44616, Nepal

Mavorion Systems Pvt. Ltd.

**Title:** Business Development Officer

**Position:** Mid-Level

**Experience:** Min. 1 Year

### Job Location

Kathmandu, Nepal

### Date posted

March 4, 2024

### How to Apply

Before you apply, please ensure you have with you an updated CV/Resume that you can upload. While not mandatory, a cover letter is highly recommended.