



आशिर्वाद एग्रो फिड्स इण्डस्ट्री प्रा.लि.

गैडाकोट-५, कालिगण्डकी चोक, फोन : ०७८-५०१३५६

कावासोती नगरपालिका-१०, मगरकोट, नवलपरासी ब.सू.पू. (फ्याक्ट्री)

mail.-info@aashirbadagrofeeds.com

Website-www.aashirbadagrofeeds.com

प.सं.

च.नं.

मिति

2080/12/17

Position: JTA / Market Representative

Working Area and Count: 9 (Gandaki 3, East Province Madesh and Koshi 1, Kathmandu Valley 1, Lumbini and west 1, Chitwan, Nawalpur Makwanpur 3)

Qualifications: Veterinary JTA / BBS / BBA

Job Responsibilities:

- 1. Customer Interaction:** Meeting customers, managing phone communication, identifying new sales opportunities.
- 2. Market Research and Data Collection:** Gathering data related to customers and sales, understanding competitive sales capabilities, addressing customer inquiries, studying facts and figures from the market, and presenting analyses.

Skills:

- 1. Effective Communication:** Building good relationships with customers, sellers, and the company using various social networks.
- 2. Proficiency in Excel and Company Software:** Working with Excel and the company's software.
- 3. Business Knowledge:** Understanding business dynamics and strategically increasing sales.
- 4. Knowledge of Animal Husbandry and Nutrition.**
License: Holds a valid license for a two-wheeler vehicle. Priority given to those with their own vehicle.

Salary: As per the company's regulations.



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Position: Marketing Officer

Working Area and Count: 1 All Nepal.

Qualifications: BBA, BBS, or at least one year of experience in the marketing field.

Job Responsibilities:

- 1. Customer Follow-up:** Regularly contacting customers, conducting meetings, maintaining continuous communication.
- 2. Market Analysis:** Studying market data, identifying new market areas, setting sales targets, and devising strategies to achieve them.
- 3. Order Management, Sales, and Replenishment.**
- 4. Sales Target Achievement Plan:** Creating and implementing plans to meet sales targets.
- 5. Other Duties as Per Company Policies.**

Skills:

- Effective communication and pleasant speaking.
- Proficiency in using MS Office and reporting.
- Ability to maintain good professional relationships with customers, consumers, and dealers.

Salary: As per the company's regulations.



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Position: Quality Control Inspector

Working Area and Count: One person in the factory.

Qualifications: Experience in a related field or at least one year of experience in food-related work.

Job Responsibilities:

- Customer Follow-up:** Regularly contacting customers, conducting meetings, maintaining continuous communication.
- Market Analysis:** Studying market data, identifying new market areas, setting sales targets, and devising strategies to achieve them.
- Order Management, Sales, and Replenishment.**
- Sales Target Achievement Plan:** Creating and implementing plans to meet sales targets.

Other Duties as Per Company Policies.

Skills:

- Capable of conducting laboratory tests, inspecting raw materials and finished products to ensure quality.
- Knowledge of chemicals and medicines.
- Familiarity with store management.

Salary: As per mutual understanding with the company.



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Position: Public Relations Officer

Working Area and Count: Corporate Office, Gaindakot (1 position)

Qualifications: Experience in a related field (BBS, BBA)

Job Responsibilities:

- 1. Customer Interaction and Phone Management**
- 2. Correspondence and Meetings:** Interacting with government offices, other organizations, banks, financial institutions, dealers, and suppliers.
- 3. Document Management:** Handling incoming and outgoing letters, maintaining records, and managing registrations.
- 4. Adherence to Company Policies and Administrative Department Guidelines.**

Skills:

- **Effective Communication:** Proficient in both written and spoken Nepali. Able to maintain professional relationships with customers, consumers, dealers, and colleagues.
- **MS Office Proficiency:** Skilled in using MS Office tools.
- **Reporting Skills:** Capable of preparing and submitting reports.
- **Two-Wheeler License:** Holds a valid license for a two-wheeler vehicle. Priority given to those with their own vehicle.

Salary: As per the company's regulations.



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Position: Account Assistant

Working Area and Count: Corporate Office, Gaindakot (1 position)

Qualifications: Proven Experience in a related field (BBS, BBA)

Job Responsibilities:

1. Oversee day to day financial operations of the organization including account receivable and account payable.
2. Manage customer accounts and follow up on outstanding payments.
3. Prepare and process purchase orders and expense reports.
4. Collaborate with other departments, such as sales and marketing to maintain daily reports.
5. Managing cash and Bank transactions.

Skills:

- Effective Communication: Proficient in both written and spoken English.
- Able to maintain professional relationships with customers, consumers, dealers, and colleagues.
- MS Office Proficiency: Skilled in using MS Office tools and ERP Accounting software.
- Strong attention to detail and accuracy.
- Knowledge of accounting principle and regulations.
- Knowledge of LC (Letter of Credit) and Nepali typing is added benefit.
- Reporting Skills: Capable of preparing and submitting reports.

Salary: As per the company's regulations.

Interested candidates with the above-mentioned skills and qualifications are requested to submit their updated CV along with a letter of interest, estimated sales quantity, and expected salary within 15 days to the HR Officer at hr@aashirbadagrofeeds.com or call **9801567417** or visit <https://aashirbadagrofeeds.com> for inquiries.