

| TERMS OF REFERENCE | | | |
|---|--|----------------------------------|-------------------|
| Organization | National Banking Institute (NBI) | | |
| Functional Position | Sr. Executive | Corporate Position | Officer |
| Source | National | Category | Regular |
| Age | Below 35 | Educational Qualification | Bachelor's degree |
| Experience | 3-5 years in sales and marketing of similar products | Place of assignment | Kathmandu |
| <p>The primary responsibility of Sr. Executive shall be to lead JANBI sales and marketing team. He/she shall report to Manager Professional Certification courses.</p> <p>Functions :</p> <ul style="list-style-type: none"> • Take charge of sales and marketing activities of Janbi and other academic products. • Lead and groom sales team. • Support to set the action plan to execute sales activities. • Support Manager Professional Certification Course to prepare budget, performance report as and when required. • Maintain sound relationship with customers. • Handle the customer issues and strive for maximizing customer satisfaction • Build relationship in the market and Human Resource Department of banks and other financial institutions. • Enhance organization reputation by accepting ownership for accomplishing task on timely manner. <p>Qualification, Experience and Skills required</p> <ul style="list-style-type: none"> • Bachelor's Degree • Relevant experience preferred. • Good planning and budgeting skills • Self-driven, action oriented, passionate with 'Can-do' attitude • Excellent communication and interpersonal skill • Ability to motivate and lead the team. • Strong understanding of market dynamics preferred. | | | |