



# Vacancy Announcement

## Service Technician

Male - 2 Female - 1

**Purpose:**

- To provide technical facilities on supplied equipments inside and outside Kathmandu Valley.

**Job Description/  
Requirements:**

- Diploma in Engineering from reputed university with 2 years of relevant work experience.
- Capable to inspect, install and maintain medical and related technical equipments in medical and research facilities.
- Consult with medical or research staffs to ascertain proper and safe equipment functionalities by utilizing the knowledge of electronics, medical terminologies, human anatomy, physiology, chemistry and physics.
- Proficient in demonstrating and explaining correct equipment functioning to medical personnel.
- Should be able to provide maintenance and after-sales support whenever required.
- Efficiently carry out sampling, testing, measuring, recording and analyzing of results as a part of scientific team. You should be able to provide all the required technical support in order to enable the laboratory to function effectively, while adhering to correct procedures and safety guidelines.
- As a scientific laboratory technician, you'll have to carry out work that assists in the advancement and development of modern medicine and science.
- Perform laboratory tests in order to produce reliable and precise data for supporting scientific investigations.
- Carry out routine tasks accurately, following strict methodologies to implement analyses.
- Should have potential in preparing specimens and samples.
- Be able to construct, maintain and operate standard laboratory equipments such as centrifuges, titrates, pipetting machines and pH meters.
- Interpret accurate results to senior colleagues.

	<ul style="list-style-type: none"> <li>• Should be able to compute mathematical calculations for the preparation of graphs and similar charts.</li> <li>• Be updated with technical developments, especially those which can save time and improve reliability.</li> </ul>
<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>• Associate's or bachelor's degree related to biomedical science.</li> <li>• Diploma in electronics engineering.</li> <li>• The ability to learn specific, practical techniques and apply the knowledge to solve technical problems.</li> <li>• Good hand-eye coordination and the ability to use technical equipment with accuracy.</li> <li>• The ability to maintain and calibrate technical equipments.</li> <li>• Effective time management skills in order to work on several different projects at the same time.</li> <li>• Flexible in working with and provide support for a number of people.</li> <li>• Fluent communication skills in order to coordinate effectively with colleagues from all parts of the organization and to explain complex techniques to interested parties</li> <li>• Experienced in providing demonstrations and writing technical reports.</li> <li>• Should emphasize team collaboration through effective skills and patience.</li> <li>• Excellent record-keeping skills, along with basic mathematical proficiencies. As you progress through your career, you may also need to learn management and leadership skills.</li> </ul>
<b>Salary &amp; Benefit:</b>	Negotiable
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>• 9.30 am to 6.00 pm, Six days a week, with some flexibility possible.</li> <li>• However, longer hours may be required depending on current deadlines and workload.</li> </ul>
<b>Working area:</b>	<ul style="list-style-type: none"> <li>• Outside and around Kathmandu Valley.</li> </ul>

### Application Specialist -1

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• The Administrative Officer should look into Human Resource management and Entire office records so as to be updated with clear guidance, policies and internal and external exposers of the</li> </ul>
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company.

**Job Description/  
Requirements:**

- Able to identify organizational needs for new applications.
- Prepare technical specifications as per organizational specifications.
- Proficient in implementing, testing and integrating new applications.
- Perform routines system backups and upgrades.
- Install new operation systems and releases.
- Provide instructions and training to staff when necessary.
- Capable of monitoring, recording and responding to requests for support.
- Investigate and diagnose system bugs and errors.
- Resolve technical issues.
- Analyze error trends aimed at reducing/ minimizing down time.
- Communicate messages regarding systems issues to users in a timely manner.
- Corresponding with software suppliers when needed so as to fulfill the requirements of the organization.
- Manage storage servers.
- Introduce innovative demonstration and testing mechanisms.
- Schedule and run regular tests to enhance the current systems and applications.
- Identify and develop functionality changes.
- Maintain documentation of key databases and applications linked to them.
- You'll be expected to attend regular internal and external meetings to provide updates on the progress of your task and to present to users the application solutions you are proposing.

**Experience:**

- As an application Analyst you'll provide the service support, working face-to-face with users who need your technical know-how.
- Application Analysts are responsible for the administration, monitoring and maintenance of software infrastructures and applications. As an application analyst, you will oversee practices and processes to ensure integrity, safety and availability of all data and applications as part of organizations' information systems. You'll make sure that the processes needed for a Lab to function and succeed are running smoothly. You'll act as a technical point of contact to fix application and systems issues, usually on an immediate basis.
- Application analysts work within IT departments alongside application developers, software engineers and Biomedical

Engineers. You could also be involved in:

- Training and support of staff in using applications.
- Analysis and diagnosis of application errors.
- Problem resolution in both the long and short term.
- Design and development of existing and new applications.
- Road testing and implementation of new applications.

Application analysts can specialize in operating systems, applications and languages. Examples include:

- UNIX analyst
- SQL analyst
- Oracle analyst
- Java analyst

**Educational Qualification:**

- Bachelor degrees in:
  - Computer science
  - Biotechnology
  - Engineering
  - Information System
  - Information Technology
- Technical experience is highly valued and can be the deciding factor at the interview stage. Any previous relevant support experience can increase your chances of success when looking for a job.
- You might be asked to provide a portfolio of your work prior to, or at your interview.

**Key Competencies**

- You'll need the ability to switch between tasks quickly and stay in control of problematic situations.
- The job involves working on multiple projects at any one time, often within a team.
- You'll be dealing with both internal and external clients, so you need to be able to communicate effectively both verbally and in writing.
- Working at computers for prolonged periods of time is a feature of the role. You may also need to move and carry equipment.
- You will need to keep your knowledge up-to-date as this is a fast paced environment and new applications are being introduced constantly.
- The dress code can vary depending on the situation, you work for and the type of project you're involved in.
- Excellent communication and interpersonal skills, both written and verbal.
- Ability to relay technical information to non-technical users and elicit clients' needs.
- Customer service skills.

	<ul style="list-style-type: none"> <li>• Patience and understanding.</li> <li>• Ability to work to deadlines and give realistic estimates</li> <li>• Willingness to learn.</li> <li>• Continually updating skills and knowledge is a requirement throughout the IT industry. This can be done through: <ul style="list-style-type: none"> <li>○ In-house training courses .</li> <li>○ Specific application, language or operating system courses, usually provided by the product vendor.</li> <li>○ Additional qualifications relating to the job such as IT service management, software testing and business intelligence.</li> <li>○ Informal training takes place among colleagues. Application analysts manage their own training needs.</li> </ul> </li> </ul>
<b>Salary &amp; Benefit:</b>	<ul style="list-style-type: none"> <li>• Salaries are based on qualifications, certifications, specialisms and experience.</li> <li>• Additional benefits may include life insurance, private medical cover and a company vehicle. Bonuses are also offered.</li> </ul>
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>• Working hours are usually 9.30 am to 6pm Sunday to Friday. You may need to work extra hours or at weekends depending on the project you are working on. There may be some flexibility with your employer on taking time off following a long day.</li> </ul>
<b>Working area:</b>	<ul style="list-style-type: none"> <li>• Outside and around Kathmandu Valley.</li> </ul>

## Finance Assistant - 1

<b>Purpose:</b>	To become Finance assistant, excellent commercial sense, an interest in financially activity and confidence when handling numerical data is must. As a finance assistant, preparation of the financial information which finance manager or business managers use when making decisions.
<b>Job Description/ Requirements:</b>	<ul style="list-style-type: none"> <li>• Checking and updating customer financial information.</li> <li>• Banking dealing, updating of statement</li> <li>• Tally and verifying of customers account</li> <li>• Payment follow-up, fixing schedule.</li> <li>• Analyze the status of dues of creditors and debtors.</li> <li>• Processing and paying invoices.</li> <li>• Preparing and checking ledger balances weekly, monthly and</li> </ul>

	<p>yearly.</p> <ul style="list-style-type: none"> <li>Using computerized accounting systems.</li> </ul>
<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>Introductory Certificate in Accounting or Finance</li> <li>Intermediate Diploma in Accounting or</li> <li>Advanced Diploma in Accounting.</li> <li>The role is mainly office-and the field with some work being at a Computer.</li> <li>Using financial software packages or spreadsheet applications.</li> <li>Travel within a working day is more common to make visits to clients.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>An interest in business and finance accounting.</li> <li>A thorough, methodical and logical approach.</li> <li>Competence in and confidence with maths.</li> <li>Strong interpersonal and communication skills.</li> <li>Excellent commercial sense.</li> <li>Self-motivation, polite and able to deal with the customer.</li> <li>The ability to work as part of a team.</li> <li>The capacity to understand and handle complex information and solve problems.</li> <li>The ability to work well under pressure and meet deadlines.</li> <li>Discretion and honesty when handling confidential information.</li> </ul>
<b>Salary &amp; Benefit:</b>	<ul style="list-style-type: none"> <li>As per the negotiation and based on the qualification</li> </ul>
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>Working hours are generally 9.30 am to 6.00 pm, Six days a week,with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.</li> </ul>

## Account Assistant -1

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To become an accounting assistant, excellent commercial sense, an interest in business and finance and confidence when handling numerical data is must. As an accounting assistant, preparation of the financial information which professional accountants or business managers use when making decisions.</li> </ul>
<b>Job Description/ Requirements:</b>	<ul style="list-style-type: none"> <li>Gathering, checking and making entry of financial information.</li> <li>Assisting in the preparation of accounts.</li> <li>Dealing with basic book keeping.</li> </ul>

- Processing and paying invoices.
- Recording receipts and payments.
- Preparing and checking ledger balances and other monthly and yearly accounts.
- Completing and submitting tax returns, VAT returns and others.
- handling company expenses and payroll systems that pay wages and salaries
- Using computerized accounting systems.
- With experience, you might take on supervisor responsibilities and more complex tasks, such as:
  - Preparing financial reports.
  - Planning and budget control.
  - Helping qualified accountants with accounts inspections (audits).
  - Advising on budgets.
  - Advising on taxation issues and ensuring compliance with taxation legislation.
- Calculating end-of-year accounts.

**Education and Experience:**

- Introductory Certificate in Accounting or
- Intermediate Diploma in Accounting or
- Advanced Diploma in Accounting.
- The role is mainly office-based with much work being at a computer, using financial software packages or spreadsheet applications.
- Travel within a working day is more common to make visits to clients.

**Key Competencies**

- An interest in business and finance accounting.
- A thorough, methodical and logical approach.
- Competence in and confidence with mathematics.
- Strong interpersonal and communication skills.
- Excellent commercial sense.
- Good IT skills, particularly in the use of spreadsheets.
- Self-motivation.
- The ability to work as part of a team.
- The capacity to understand and handle complex information and solve problems.
- The ability to work well under pressure and meet deadlines.
- Discretion and honesty when handling confidential information.

**Salary & Benefit:**

- As per the negotiation and based on the qualification

**Working hours:**

- Working hours are generally 9.30 am to 6.00 pm, Six days a week, with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.

## Marketing Representative - 4

### Purpose:

- As a representative you should be able to attract the customers and sell the products, which includes Medical and Laboratory Equipments, Reagents and consumables to a variety of customers including hospital doctors, Pathologist, Laboratory In charge, pharmacists and nurses. Working hard and strategically to increase the awareness and sell the product is the job of representative.

### Job Description/ Requirements:

- In any setting, the process of selling involves contacting potential customers, identifying their needs, persuading them that your products or services (rather than those of competitors) can best satisfy those needs; closing the sale by agreeing the terms and conditions; and providing an after-sales service. As a medical sales representative, you'll be responsible for all of these and more
- Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling
- Making presentations to doctors, practice staff and nurses in hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings during the day, or may be conducted in the evenings at a local hotel or conference venue.
- Organizing conferences for doctors and other medical staff.
- Building and maintaining positive working relationships with medical staff and supporting administrative staff
- Managing budgets (for catering, outside speakers, conferences, hospitality, etc.).
- Keeping detailed records of all contacts.
- Reaching (and if possible exceeding) annual sales targets.
- Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions.
- Regularly attending company meetings, technical data presentations and briefings
- Keeping yourself updated with the latest clinical data supplied by the company/ or web searching, and

	<p>interpreting, presenting and discussing this data with health professionals during presentations</p> <ul style="list-style-type: none"> <li>• Monitoring competitor activity and competitors' products and inform to the senior daily</li> <li>• Maintaining knowledge of new developments in the National Health Service, anticipating potential negative and positive impacts on the business and adapting strategy accordingly</li> <li>• Developing strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector</li> <li>• Staying informed about the activities of health services in a particular area.</li> <li>• Visit within or outside Kathmandu Valley as per the need at any time.</li> </ul>
<p><b>Education and Experience:</b></p>	<p>Although this career is open to all graduates, the following subjects may improve your chances:</p> <ul style="list-style-type: none"> <li>○ BSC MLT, Microbiology.</li> <li>○ Life sciences.</li> <li>○ Medicine.</li> <li>○ Nursing.</li> <li>○ Pharmacy.</li> <li>○ A driving license for two-wheeler is a must.</li> </ul>
<p><b>Key Competencies</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• An outgoing and persuasive manner and the ability to deal with people who hold differing beliefs or values.</li> <li>• Confidence and persistence.</li> <li>• Patience and self-motivation.</li> <li>• Analytical and planning skills.</li> <li>• A flexible approach to work in order to adapt to changes the way of marketing</li> <li>• Strong teamwork and networking skills.</li> <li>• Commercial and business awareness.</li> <li>• Smart dress and a professional appearance are essential.</li> <li>• There is a lot of travel during the day with occasional absence from home overnight.</li> </ul>
<p><b>Salary &amp; Benefit:</b></p>	<ul style="list-style-type: none"> <li>• If you are successful at making sales, you can achieve high earnings consisting of a basic salary, supplemented with performance-related pay.</li> <li>• You may work as part of a team of sales reps, sharing the same sales results, or independently.</li> <li>• Can get additional offer other than incentives and benefits such as a company bike, laptop, mobile phone, and private</li> </ul>

	<p>health insurance.</p> <ul style="list-style-type: none"> <li>• Income figures are intended as a guide only.</li> <li>•</li> </ul>
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>• Working hours are generally 9.30 am to 6.00 pm, Six days a week, with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.</li> </ul>

**Admin Assistant - 1**

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To support in the preparation of documentation, on-time communication, record of all the conversation and transfer to concern departments is the prime objective of admin assistant.</li> </ul>
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<b>Job Description/ Requirements:</b>	<ul style="list-style-type: none"> <li>• Perform general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing.</li> <li>• Coordinate and maintain records for staff, office space, phone, company credit cards and office keys.</li> <li>• Create and modify various documents using Microsoft Office.</li> <li>• Knowledge of Photoshop and Coral draw is preferable.</li> <li>• Maintain Outlook calendar(s) in current and accurate status.</li> <li>• Coordinate meetings and conference calls as needed or anticipated.</li> <li>• Coordinates travel arrangements as needed.</li> <li>• Answer phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner.</li> <li>• Prepare meeting materials and assist with the development of PowerPoint presentations.</li> <li>• Record minutes at various meetings and archive them accordingly.</li> <li>• Perform all other related duties as assigned.</li> </ul>
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<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• 2+ years of administrative support experience with increasing responsibility required</li> <li>• Strong attention to detail and excellent organizational skills required.</li> <li>• Must have the ability to multi-task in a fast paced and deadline driven environment.</li> <li>• Must be able to maintain professionalism and a positive service</li> </ul>
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	<p>attitude at all times.</p> <ul style="list-style-type: none"> <li>○ A driving license for two-wheeler is a must.</li> </ul>
<b>Salary &amp; Benefit:</b>	<ul style="list-style-type: none"> <li>● As per the negotiation and based on the qualification</li> </ul>
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>● Working hours are generally 9.30 am to 6.00 pm, Six days a week, with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.</li> </ul>

## Administration Officer - 1

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>● The Administrative Officer looks Human Resource management and Entire office records and updates with clear guidance, policy maker and internal and external exposor of the company.</li> </ul>
<b>Job Description/ Requirements:</b>	<ul style="list-style-type: none"> <li>● Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.</li> <li>● Provides assistance and support to the office management in problem solving, project planning and management, and development and execution of stated goals and objectives.</li> <li>● Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.</li> <li>● Oversees and facilitates resources management and administration procedures and documentation for the management.</li> <li>● Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.</li> <li>● Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.</li> <li>● Organize and facilitates meetings, conferences, and other special events;</li> <li>● Coordinates and attends committee meetings, and participates in committee discussions, as appropriate.</li> </ul>

- Coordinates the disposition and/or resolution of individual problems and disputes, as they arise.
- Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
- Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.
- Assists in the coordination, supervision, and completion of special projects, as appropriate.
- Performs miscellaneous job-related duties as assigned.

**Education and Experience:**

- Completed Bachelors / Masters degree(s) from an renowned university
- At least one of the following functional areas: administration and/or human resources AND 5 years of work experience directly related to the duties and responsibilities specified.
- Strong interpersonal and communication skills and the ability to work effectively.
- Ability to gather data, compile information, and prepare reports.
- Records maintenance skills.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to analyze and solve problems.
- Ability to plan, develop and coordinate multiple projects.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Ability to lead and train staff.
- Conflict resolution and/or mediation skills.
- Demonstrated ability to maintain confidentiality.
- Knowledge of office management principles and procedures.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Skills in the use of database management, word processing, spreadsheet, and/or presentation software.

	<ul style="list-style-type: none"> <li>• Organizing and coordinating skills.</li> <li>• Ability to foster a cooperative work environment.</li> <li>• Knowledge of human resources administration principles and practices.</li> <li>• Effective verbal and written communication skills.</li> <li>• Knowledge of administrative policies and procedures as applied to public academic institutions.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Smart, formal dress is expected,</li> <li>• The work may be stressful, since an office manager is often responsible for meeting targets and deadlines and for disciplining staff.</li> <li>• Some travel during the day may be necessary, particularly in split-site locations</li> <li>• Excellent organizational and time management skills;</li> <li>• Good IT skills, including knowledge of a range of software packages;</li> <li>• The capacity to prioritize tasks and work under pressure;</li> <li>• Ability to liaise well with others and delegate tasks;</li> <li>• Strong oral and written communication skills;</li> <li>• Ability to work on your own initiative;</li> <li>• Attention to detail;</li> <li>• Flexibility and adaptability to changing workloads;</li> <li>• Problem-solving skills and project management ability.</li> </ul>
<b>Salary &amp; Benefit:</b>	<ul style="list-style-type: none"> <li>• Negotiable; based on the qualification</li> </ul>
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>• Working hours are generally 9.30 am to 6.00 pm, Six days a week, with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.</li> </ul>

## Finance Manager - 1

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• A financial manager is a person who provides financial guidance and support to clients and colleagues so they can make sound business decisions.</li> <li>• As a financial manager, you will need a good head for figures and for dealing with complex modeling and analysis, as well as a sound grasp of financial systems and procedures.</li> </ul>
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- Clear budgetary planning skill is essential for both the short and long term, and companies need to know the financial implications of any decision before proceeding.
- In addition, care must be taken to ensure that financial practices are in line with all statutory legislation and regulations.

**Job Description/  
Requirements:**

- Responsible for the collection and preparation of accounts.
- Providing and interpreting financial information
- Monitoring and interpreting cash flows and predicting future trends
- Analyzing change and advising accordingly
- Formulating strategic and long-term business plans
- Researching and reporting on factors influencing business performance
- Analyzing competitors and market trends
- Developing financial management mechanisms that minimize financial risk
- Conducting reviews and evaluations for cost-reduction opportunities
- Managing a company's financial accounting, monitoring and reporting systems
- Liaising with auditors to ensure annual monitoring is carried out
- Developing external relationships with appropriate contacts, e.g. auditors, Solicitors, bankers and statutory organizations such as the Inland Revenue
- Producing accurate financial reports to specific deadlines
- Managing budgets

**Education and  
Experience:**

- Proven experience as a Financial Manager of 3- 5 years
- Experience in the financial sector with previous possible roles such as financial analyst
- Extensive understanding of financial trends both within the company and general market patterns
- Proficient user of finance software
- Strong interpersonal, communication and presentation skills
- Able to manage, guide and lead employees to ensure appropriate financial processes are being used
- A solid understanding of financial statistics and accounting principles

	<ul style="list-style-type: none"> <li>• Working knowledge of all statutory legislation and regulations</li> <li>• Bachelors / Masters degree in Finance or Accounting</li> <li>• Professional qualification such as CFA/CPA or similar will be considered a Plus</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Expertise on financial analysis of B/S, P/L and Cash flow.</li> <li>• Excellent communication and presentation skills</li> <li>• An analytical approach to work</li> <li>• Debt collection procedures</li> <li>• Problem-solving skills and initiative</li> <li>• Negotiation skills and the ability to influence others</li> <li>• Strong attention to details and an investigative nature</li> <li>• The ability to balance the demands of work with study commitments</li> <li>• Good time management skills and the ability to prioritize</li> <li>• The ability to work as part of a team and to build strong working relationships</li> <li>• The capacity to make quick but rational decisions</li> <li>• The potential to lead and motivate others</li> <li>• Good IT skills.</li> </ul>
<b>Salary &amp; Benefit:</b>	<ul style="list-style-type: none"> <li>• As per the negotiation and based on the qualification</li> </ul>
<b>Working hours:</b>	<ul style="list-style-type: none"> <li>• Working hours are generally 9.30 am to 6.00 pm, Six days a week, with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.</li> </ul>

## SALES MANAGER - 1

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• A sales manager is responsible for planning, implementing and directing the sales activities of the company in a designated area to achieve sales objectives.</li> </ul>
<b>Job Description/ Requirements:</b>	<ul style="list-style-type: none"> <li>• Develop a sales strategy to achieve organizational sales goals and revenues</li> <li>• Set individual sales targets with sales team</li> <li>• Delegate responsibility for customer accounts to sales personnel</li> <li>• Co-ordinate sales action plans for individual sales people</li> </ul>

- Oversee the activities and performance of the sales team
- Ensure sales team have the necessary resources to perform properly
- Monitor the achievement of sales objectives by the sales team
- Liaise with other company functions to ensure achievement of sales objectives
- Evaluate performance of sales staff
- Provide feedback, support and coaching to the sales team
- Plan and direct sales team training
- Assist with the development of sales presentations and proposals
- Co-ordinate and monitor online sales activity
- Investigate lost sales and customer accounts
- Track, collate and interpret sales figures
- Forecast annual, quarterly and monthly sales revenue
- Generate timely sales reports
- Develop pricing schedules and rates
- Formulate sales policies and procedures
- Help prepare budgets
- Control expenses and monitor budgets
- Maintain inventory control
- Conduct market research and competitor and customer analysis
- Analyze data to identify sales opportunities
- Develop promotional ideas and material
- Attend trade meetings and industry conventions
- Cultivate effective business relationships with executive decision makers in key accounts
- Work with marketing team to ensure consistent lead generation.
- Collaborate with sales leadership to create and train prospecting process.
- Hire high-performing sales people according to HR staffing guidelines.
- Train new sales people to ensure success.
- Manage day-to-day performance of all sales team members and deliver reviews.
- Work with sales leadership to generate ideas for sales contests and motivational initiatives.
- Lead and schedule weekly and/or monthly team meetings with sales team and leadership.

- Track sales team metrics and report data to the management on a weekly basis.
- Coach and develop direct reports.
- Implement performance plans according to company procedure.
- Embody company culture and maintain high sales employee engagement.
- Collaborate with IT on sales technology initiatives.
- Meet pre-determined revenue goals through the activities of direct reports.

**Education and Experience:**

- Bachelor's degree in Management from a renowned university with minimum of 5 years work experience as a Sales Manager in a reputed organization.
- Should have good knowledge of sales technique, sales strategy, and cost analysis.
- Strong intrapersonal communication and presentation skills
- Exceptional written and verbal communication skills.
- Familiarity with data analysis and reporting.
- Hardworking, persistent, and dependable.
- Positive and enthusiastic.
- experience in all aspects of planning and implementing sales strategy
- technical sales skills
- proven experience in customer relationship management
- knowledge of market research
- experience in managing and directing a sales team
- relevant product and industry knowledge

**Key Competencies**

- Excellent written and verbal communication skills
- Organization and planning
- Problem analysis and problem-solving
- Information management
- Team-leadership
- Formal presentation skills
- Persuasiveness, adaptability
- Innovation, judgment
- Decision-making
- Stress tolerance

**Salary & Benefit:**

- Negotiable; based on the qualification

**Working hours:**

- Working hours are generally 9.30 am to 6.00 pm, Six days a week, with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.

**Biomedical Engineer****Male-2 Female-1****Purpose:**

- Biomedical engineers apply engineering principles and materials technology to healthcare.

**Job Description/  
Requirements:**

- Using computer software and mathematical models to design, develop and test new materials, devices and equipment. This can involve programming electronics, building and evaluating prototypes, troubleshooting problems, and rethinking the design until it works correctly.
- Liaising with technicians and manufacturers to ensure the feasibility of a product in terms of design and economic viability
- Conducting research to solve clinical problems using a variety of means to collate the necessary information, including questionnaires, interviews and group conferences
- Working closely with other medical professionals, such as doctors and therapists as well as with end-users (patients and their careers)
- Discussing and solving problems with manufacturing, quality, purchasing and marketing departments
- Assessing the potential wider market for products or modifications suggested by health professionals or others
- Arranging clinical trials of medical products
- Approaching marketing and other industry companies to sell the product
- Writing reports and attending conferences and exhibitions to present your work and latest designs to a range of technical and non-technical audiences
- Meeting with senior health service staff or other managers to exchange findings
- Dealing with technical queries from hospitals and GPs and giving advice on new equipment

- Testing and maintaining clinical equipment
- Training technical or clinical staff
- Investigating safety-related incidents
- Keeping up to date with new developments in the field, nationally and internationally

**Education and Experience:**

- You need a degree to become a biomedical engineer and relevant subjects include:
  - Biomedical science or engineering
  - Electrical or electronic engineering
  - Prior practical experience is not essential but relevant work experience in the form of vacation work or a placement year is very helpful in getting a first job and making contacts.
  - Previous experience in project management, quality or design is a plus.

**Key Competencies**

- The workplace may be an office, laboratory, workshop, clinic or a combination of all these settings.
- Local travel within the working day may be required, for example where the job involves the regional management and maintenance of medical equipment in hospitals, GP surgeries and patients' homes.
- Travel to meetings, conferences or training both in the country and abroad is possible.
- A strong interest in the integration of engineering and medicine
- Excellent communication skills in order to liaise with a variety of people
- Good attention to details
- Spatial awareness, three-dimensional conceptual ability and computer literacy (particularly for design engineers)
- The capacity to combine a high degree of technical knowledge with creativity
- The ability to design products that are effective and practical as well as cost effective and aesthetic
- Commercial awareness, in order to appreciate a product's marketability
- Excellent problem-solving skills and the ability to work under pressure

**Salary & Benefit:**

- Negotiable; based on the qualification

**Working hours:**

- Working hours are generally 9.30 am to 6.00 pm, Six days a week, with some flexibility possible. However, longer hours may be required depending on current deadlines and workload.

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