

VACANCY ANNOUNCEMENT

Himalayan Distillery Limited stands at the forefront of **Nepal's alcoholic beverage industry**, renowned for its legacy of excellence, product innovation, and market leadership. Home to iconic brands such as **Golden Oak, Black Oak**, and recently launched **Silver Oak**, we have continuously shaped consumer preferences and set new standards across Nepali alco-bev landscape. Powered by state-of-the-art manufacturing unit and an expansive distribution network, we are committed to scaling new frontiers in quality, performance, and brand experience. As we embark on our next phase of transformational growth, we invite driven and professionals to become part of our journey in redefining the spirit of Nepal from the Himalayas.

Chief Operating Officer
Requirement: 1

Role Summary:
Oversees end-to-end company operations, integrating in-house supply chain, production, and administrative functions to ensure efficient, sustainable and profitable operations.

Minimum Required Education & Experience:
Bachelor's degree with 20 years of relevant progressive experience, or Master's degree with 10 years of relevant progressive experience.

Marketing Head
Requirement: 1

Role Summary:
Leads brand, marketing, and trade marketing strategy to strengthen brand equity, drive consumer engagement, and support commercial objectives. Provides creative leadership to ensure all marketing initiatives and campaigns are consistent with the brand vision and executed to a high standard.

Minimum Required Education & Experience:
Bachelor's degree in Marketing, Business Administration, or a related field with a minimum of 15 years of relevant experience, or Master's degree in the same disciplines with at least 10 years of progressive experience.

Head of Distribution
Requirement: 1

Role Summary:
Leads the national distribution strategy and oversees the downstream supply chain, distribution finance, and logistics to ensure efficient market execution.

Minimum Required Education & Experience:
Bachelor's degree with 10 years of relevant progressive experience, or Master's degree with 7 years of experience, or Chartered Accountant with 5 years post-qualification experience.

Area Sales Manager
Requirement: 8 (All over Nepal)

Role Summary:
Leads and coaches a team of Sales Executives to achieve sales targets, ensure market coverage, and execute commercial plans within assigned territories.

Minimum Required Education & Experience:
Bachelor's degree with 8 years of relevant progressive experience, or Master's degree with 5 years of relevant progressive experience.

Business Development Officer
Requirement: 1

Role Summary:
Supports business growth initiatives through market research, client identification, and execution of development plans to drive revenue.

Minimum Required Education & Experience:
Bachelor's degree with 2–3 years of relevant experience, or Master's degree fresh graduate with strong business development knowledge.

MIS Officer (Sales)
Requirement: 1

Role Summary:
Manages management information systems and analyses data to develop performance dashboards that deliver accurate and timely insights. Enables data-driven decision-making, routine performance tracking, and strategy optimization across sales functions.

Minimum Required Education & Experience:
Bachelor's degree with 2 years of relevant work experience or Master's Degree fresher.

Sales Executive
Requirement: 105 (All over Nepal)

Role Summary:
Executes on-field sales activities, builds relationships with retail outlets, and ensures product placement, availability and visibility. Takes full ownership of achieving and exceeding sales targets within the assigned territory.

Minimum Required Education & Experience:
Bachelor's degree or equivalent with 1–2 years of field sales experience, preferably in FMCG or alco-bev sectors.

Admin Assistant
Requirement: 1

Role Summary:
Provides administrative and clerical support to ensure efficient office operations, including documentation management, scheduling, and coordination of routine office activities.

Minimum Required Education & Experience:
Bachelor's degree; fresh graduates with a good understanding of corporate administration are encouraged to apply.

Chief of Sales and Marketing
Requirement: 1

Role Summary:
Directs the commercial function by developing and executing integrated marketing and sales strategies to drive revenue growth, strengthen brand equity, and expand market share.

Minimum Required Education & Experience:
Bachelor's degree with 20 years of relevant progressive experience, or Master's degree with 10 years of relevant progressive experience.

Factory Manager
Requirement: 1 (Birgunj)

Role Summary:
Leads overall plant operations, ensuring efficient production, quality control, workforce management, and compliance with safety and regulatory standards to achieve operational excellence.

Minimum Required Education & Experience:
Bachelor's degree in Management or a related field with a minimum of 15 years of relevant experience, or Master's degree with at least 10 years of progressive experience.

Distribution Finance Manager
Requirement: 1

Role Summary:
Oversees financial planning and analysis of distributor operations, managing fund flows, credit, and compliance across the distribution network.

Minimum Required Education & Experience:
Bachelor's degree with 8 years of relevant progressive experience, or Master's degree with 5 years of relevant experience.

Institutional Manager
Requirement: 3 (All over Nepal)

Role Summary:
Leads teams to expand business in key institutional channels such as hotels, restaurants, bars and clubs by driving sales, fostering strategic partnerships, and strengthening brand presence.

Minimum Required Education & Experience:
Bachelor's degree with 8 years of relevant progressive experience, or Master's degree with 5 years of relevant experience in institutional sales.

Corporate Claims Officer
Requirement: 1

Role Summary:
Processes and validates distributor and field staff claims, ensuring accurate documentation, timely settlements and adherence to internal policies and regulations.

Minimum Required Education & Experience:
Bachelor's degree with 2 years of experience, or fresh Master's degree graduate.

MIS/BI Officer
Requirement: 3

Role Summary:
Develops and manages data-driven insights, dashboards, and reports to support strategic financial decision-making and performance optimization. Analyses data to explain performance trends, identify opportunities to improve profitability and efficiency.

Minimum Required Education & Experience:
Bachelor's degree with 2 years of relevant work experience or Master's Degree fresher.

Institutional Executive
Requirement: 24 (All over Nepal)

Role Summary:
Manages relationships and drives sales with institutional accounts. Oversees order execution and ensures high-quality client servicing to meet sales objectives.

Minimum Required Education & Experience:
Bachelor's degree in Business, Marketing, or a related field with 2–3 years of experience in institutional sales or B2B relationship management.

Distribution, Finance Assistant
Requirement: 1

Role Summary:
Supports financial operations related to distributor transactions, including billing, reconciliations, and scheme management to ensure accuracy and compliance in the distribution value chain.

Minimum Required Education & Experience:
Bachelor's degree, fresher preferred with good knowledge of accounting.

Chief Business Development Officer
Requirement: 1

Role Summary:
Leads the identification and pursuit of new long-term growth opportunities, builds strategic partnerships, and drives business expansion beyond core operations.

Minimum Required Education & Experience:
Bachelor's degree with 20 years of relevant progressive experience, or Master's degree with 10 years of relevant progressive experience.

Creative Lead
Requirement: 1

Role Summary:
Oversees brand creative direction, guiding visual identity and storytelling across marketing and communications. Leads the creative team to deliver consistent, compelling campaigns across all channels.

Minimum Required Education & Experience:
Bachelor's degree in Design, Visual Communication, or a related field with 10 years of creative leadership experience and a strong portfolio in brand and campaign development.

Logistics Manager
Requirement: 1

Role Summary:
Oversees logistics operations including transportation, warehousing, and distribution to ensure timely and cost-effective delivery across the downstream supply chain.

Minimum Required Education & Experience:
Bachelor's degree with 8 years of relevant progressive experience, or Master's degree with 5 years of experience.

Corporate Claims Manager
Requirement: 1

Role Summary:
Manages end-to-end claims processes to ensure timely settlements, mitigate risks, and uphold compliance with policies and regulations. Manages high-volume claims streams, including financial claims from distributors and claims from the field force, while driving continuous improvement and enforcing policy adherence.

Minimum Required Education & Experience:
Bachelor's degree with 8 years of relevant experience, or Master's degree with 5 years of relevant experience.

Graphic Designer
Requirement: 1

Role Summary:
Creates visual content and brand assets across digital and print platforms to support marketing objectives and ensure brand consistency.

Minimum Required Education & Experience:
Bachelor's degree (preferred in Fine Arts, Visual Arts, Design, or Communication) with a graphic design qualification and 2 years of relevant experience.

Finance Officer
Requirement: 1 (Birgunj)

Role Summary:
Manages factory-level financial operations, including cost accounting, budgeting, and inventory control to ensure financial accuracy and operational efficiency at the plant.

Minimum Required Education & Experience:
Bachelor's degree with 4 years of relevant work experience or Master's Degree with at least 2 years of relevant working experience.

Market Auditor
Requirement: 6 (All over Nepal)

Role Summary:
Conducts field audits to evaluate market execution, trade compliance, and brand visibility, ensuring adherence to company standards and providing ground-level insights.

Minimum Required Education & Experience:
Bachelor's degree with 2–3 years of experience, or Master's degree with at least 1 year of relevant experience.

HR Assistant
Requirement: 24 (All over Nepal)

Role Summary:
Provides administrative support across HR functions, including recruitment coordination, employee documentation, HRIS updates, to ensure smooth and efficient departmental operations.

Minimum Required Education & Experience:
Bachelor's degree; fresh graduates with a good understanding of human resources are encouraged to apply.

Country Sales Manager
Requirement: 1

Role Summary:
Translates the sales strategy into execution across all territories, leading a team of Area Sales Managers to achieve targets, drive revenue, and ensure operational excellence.

Minimum Required Education & Experience:
Bachelor's degree with 20 years of relevant progressive experience, or Master's degree with 10 years of relevant progressive experience.

Business Development Manager
Requirement: 1

Role Summary:
Drives business growth by identifying opportunities, building client relationships, and executing strategies to expand market presence and revenue.

Minimum Required Education & Experience:
Bachelor's degree in Management or a related field with a minimum of 10 years of relevant experience, or Master's degree with at least 7 years of progressive experience.

Bottling Manager
Requirement: 1 (Birgunj)

Role Summary:
Leads and manages the complete bottling process, focusing on maximizing line efficiency, maintaining product quality, ensuring preventive maintenance, and upholding hygiene and safety compliance in alignment with industry and regulatory benchmarks.

Minimum Required Education & Experience:
Bachelor's degree in Mechanical Engineering, Industrial Engineering, Food Technology, or a related field with 8 years of relevant progressive experience or Master's degree or relevant certifications in Production Management or Quality Systems with 5 years of experience.

Assistant Manager, Distributor Finance
Requirement: 1

Role Summary:
Supports and oversees financial operations across the distribution network, with key responsibilities including credit control, trade scheme validation, claims processing, and adherence to commercial policies. Ensures financial discipline, minimizes risk exposure, and drives operational efficiency across market-facing channels.

Minimum Required Education & Experience:
Bachelor's degree with 6 years of relevant experience, or Master's degree with 3 years of relevant experience.

Logistics Officer
Requirement: 1

Role Summary:
Coordinates logistics activities, monitors inventory movement, and ensures accurate documentation and dispatch across designated routes.

Minimum Required Education & Experience:
Bachelor's degree with 4 years of experience, or Master's degree with 2 years of experience.

HR Officer
Requirement: 1

Role Summary:
Implements key HR policies and processes, including recruitment, training, performance appraisals, employee relations, and compliance, to ensure workforce efficiency and support smooth departmental operations.

Minimum Required Education & Experience:
Bachelor's degree with at least 3 years of work experience or Master's Degree with at least 1 year of relevant experience.

IT Support
Requirement: 1

Role Summary:
Provides technical support across the organization by troubleshooting hardware, software, and network systems to ensure smooth day-to-day IT operations and timely resolution of user issues.

Minimum Required Education & Experience:
Bachelor's degree in Information Technology or related field with at least 2 years of experience in technical support, hardware/ software troubleshooting, and network assistance.

Logistics Assistant
Requirement: 1

Role Summary:
Supports logistics and supply chain operations by coordinating shipments, maintaining records, and ensuring timely delivery of goods across the network.

Minimum Required Education & Experience:
Bachelor's degree; fresh graduates with sound knowledge of supply chain and logistics concepts are encouraged to apply.



Himalayan Distillery Ltd.

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We offer excellent opportunity for career growth and hands-on experience in a fast-paced environment. If you are interested in joining us to craft exceptional products and be part of prestigious brands, please send us your updated resume to hr@himalayandistillery.com. Please mention the position applied for in the subject line.

Application Deadline: 26th July 2025