

Date: 14-June-2021

Location: Kashipur, Uttarakhand

Company: Lohaar engineering and construction pvt. Ltd.

Job profile: Tele caller

Job Responsibilities

- Answering phones and explaining the product and services offered by the company.
- Contacting existing customers as well as prospective customers using scripts.
- Obtaining customer information and other relevant data.
- Asking questions to the customer and understanding their specifications.
- Resolving queries and issues related to the products and services.
- Making recordings of all the sales phone calls and sales deals.
- Taking and processing product orders in a professional manner.
- Maintaining the database of the customers on a regular basis.
- Suggesting solutions based on customer's needs and requirements.

Summary of the Tele caller activities

As an ideal candidate, you should be an excellent communicator along with convincing abilities. Great report writing skills, amazing negotiation skills, and phenomenal telephone etiquette are essential for this position.

Skills and qualification required

- Work experience as a Tele caller, Telemarketer, or a similar role in the Sales Department.
- Great interpersonal skills.
- Exceptional oral and written communication skills.
- Should be good in MS Office.
- Ability to work in a team or individually as and when required.
- Ability to manage and handle multiple tasks.
- Hard-working individual.
- Strong decision-making skills.

Education

12th / B.A/ M.A/ B.com

