JD for Tele Sales Executive

**Location**: Goa

**Salary**: 1,44,000/- to 2,16,000/-

**Experience**: 2-3 years

**Working**: 6 Days

**Job Description:**

* Proven experience as telesales representative or other sales/customer service role
* Contact potential or existing customers to inform about product
* Direct prospects to field sales team when needed
* Maintain customer database
* Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
* Answering screening and forwarding incoming phone calls
* Receiving and sorting daily mail

 Greet and welcome guests as soon as they arrive at the office

**Requirements:**

 Proficiency in Microsoft Office Suite

 Professional attitude and appearance

 Good written and verbal communication skills

 Excellent organizational skills

 Customer service attitude

**Company profile:**

Eejak Holding Pvt Ltd. is a company diversified into different fields such as Real Estate, IT and Education.