

Office Specialist

Key Responsibilities:

Customer Lead Management:

1. To receive calls and verify the applied customers requirement on our platform
2. To Follow up with our customers to update the status of their requirement filled or not

Customer Service:

1. To Pay acute attention to needs of the customers
2. Respond to the Customers needs and concerns
3. Maintain online chat response to customers
4. Making sure to attain optimum Customer Satisfaction
5. Attending to queries of Customers and help them regarding the same

Data Processing:

1. Maintaining records and documentation
2. Compiling data for reports
3. Assisting with analysis, and coordinating work.
4. Supporting field data collection for website.

Desired Candidate Profile

What We Require:

- Must hold a Graduate Degree in any stream/specialization
- 0-1 years of experience
- Good communication and inter personal skills
- Have good knowledge of MS Office
- Candidates who understand the working of a start-up venture and having entrepreneurial frame of mind would be preferred.
- Candidate should have strong communication skills and pleasing personality.

What You get:

1. **You'll have more responsibility**
2. **You'll be given more opportunities.**
3. **You will learn from true innovators.**



An Alpha Binary Technologies Pvt. Ltd.
250, Vipul Trade Centre
Sec-48, Gurgaon
Haryana (122018)

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4. **Your work will be recognized**
5. **You'll work in an awesome atmosphere.**
6. **You'll learn to be frugal.**
7. **You'll be instilled with the value of hard work, ownership, and self-sustainability.**
8. **Fast paced learning.**
9. **To work with passionate people who dare to dream.**

Company Profile:

Roofpik.com (<http://www.roofpik.com/>)

Roofpik is a unified property reviews and buyer-focused information platform for smarter buying, renting, and investing decisions. Teeming with genuine user reviews, fact-based property insights, costing, lifestyle and liveability index, and heat maps, Roofpik takes a leap beyond conventional listings and classified ads. We're out to ensure that anyone using Roofpik's web and mobile app platform makes a decidedly better decision powered by our sharp use of proprietary machine learning and data analytics algorithms.



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