

Organization:	BUSINESS TO SALES GROUP
Job Title:	Operation Executive & Sales and Customer Care Executive
CTC:	2.75- 3 LPA
Location:	Noida
Departments Eligibility:	All
Course Eligibility	BBA/MBA/B.COM
Student Gender Preference:	Male/Female

General Job Description

- In this position, you will be responsible for handling incoming calls professionally.
- Efficiently coordinate job assignments with cleaners
- The task involves recruiting new team members/cleaners.
- The job entails efficiently handling issues and customer complaints.
- As part of your role, you will be responsible for generating daily workflow and capacity reports, ensuring adherence to set timeframes.

Eligibility

Management/Commerce

BBA/MBA/B.COM

Fresher

Excellent written and verbal English communication skills required

Weekend availability is required for this position(5 days working)

Job Reviewed by: Director, Training & Placement

Job Approved by: Director, Training & Placement

Job opportunity provided through: Training and Campus Placement Department

Date: 24/05/2025