JOB DESCRIPTION

Organization:	**CORIZO EDUTECH**
Job Title:	**INSIDE SALES REPRESENTATIVES**
CTC:	**6.5 LPA**
Location:	**GURUGRAM**
Departments Eligibility:	**MANAGEMENT/COMMERCE**
Course Eligibility	**MBA,BBA,BCOM**
Student Gender Preference:	**ALL**

General Job Description
• Generate and qualify leads through cold calling, inbound enquiries, referrals, and digital channels. • Contact prospective customers and understand their needs, requirements, and interests. • Explain products/services, features, benefits, pricing, and available options clearly. • Follow up regularly with leads through calls, WhatsApp, email, and other communication channels. • Convert qualified leads into sales and achieve assigned targets. • Handle customer queries, objections, and concerns professionally. • Maintain accurate records of leads, calls, follow-ups, and sales conversions. • Build and maintain strong customer relationships to support repeat business and referrals.

Preferred Skills
• Excellent verbal and written communication skills. • Strong convincing and negotiation skills. • Good interpersonal and customer-handling abilities. • Target-oriented and self-motivated. • Comfortable with cold calling and follow-ups. • Basic knowledge of MS Office/Google Workspace. • Good problem-solving and listening skills. • Ability to work effectively in a team.

Eligibility
MANAGEMENT/COMMERCE
Specialization **BBA, BCOM, MBA**
Fresher

Job Reviewed by: Senior Director, Training & Placement
Job Approved by: Senior Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

DATE:-19.06.2026