

## We are Hiring Executive – Tele Sales

### Job Responsibilities

1. Tele sales Relationship Manager's (RM) Job Responsibility of Retention Team:
2. Contacting potential or existing customers to inform them about a product or service using scripts over phone.
3. Answering questions about products or the company when require.
4. Provide all supports based on customer requirements and close sales.
5. Enter and update merchant's information in the database.
6. Take and process orders in an accurate manner.
7. Handle grievances to preserve the company's reputation.
8. Keep records of calls and sales and note useful information.
9. Ensuring meeting the target assigned.
10. Contact with other units if require.

**Employment Status:** Full-time

### Educational Requirements:

- Bachelors/Masters in Marketing be preferable with a decent score in the CGPA

### Additional Requirements

- At least 1 year experience in same field.
- Work with extreme pressure & meet the strict deadline.

**Job Location:** Dhaka

**Salary:** Negotiable

Please Send your updated CV along with cover letter mentioning “**Executive – Tele Sales**” in subjectline to [career@paperfly.com.bd](mailto:career@paperfly.com.bd) within **31<sup>st</sup> May 2022**.