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Offices 501-530, 5th Floor, Sohrab Hall, Pune 411001

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Dear Ms. Reader,

Job Title: Tele Caller

Job Description:

As a Tele Caller, you will be an integral part of our dynamic team, responsible for initiating and managing communication with potential customers over the phone. Your primary objective will be to generate leads, promote our products/services, and contribute to the overall success of our sales and marketing efforts.

Key Responsibilities:

**Outbound Calling:** Initiate outbound calls to prospective customers using a prepared script or talking points to introduce our products/services.

**Lead Generation:** Identify and qualify potential leads by gathering relevant information and assessing their needs and interests.

**Product/Service Promotion:** Effectively communicate the features and benefits of our products/services to potential customers, addressing any queries or concerns they may have.

**Maintaining Database:** Update and maintain accurate records of customer interactions, ensuring all details are entered into the database for future reference.

**Achieving Targets:** Work towards and achieve individual and team targets, whether they be related to lead generation, sales conversion, or other key performance indicators.

**Customer Relationship Management:** Build and maintain positive relationships with customers, addressing their needs and concerns in a professional and courteous manner.

**Feedback Collection:** Gather feedback from customers to understand their experiences and preferences, providing valuable insights for product/service improvement.

**Team Collaboration:** Collaborate with other team members, including sales and marketing professionals, to ensure a cohesive approach in achieving overall business goals.

**Qualifications and Skills:**

**Communication Skills:** Excellent verbal communication skills with the ability to articulate ideas clearly and persuasively.

**Customer Focus:** Strong customer-centric approach with a keen understanding of customer needs and the ability to tailor communication accordingly

**Persistence:** Ability to handle rejection and maintain a positive attitude, demonstrating persistence in achieving targets.

**Adaptability:** Flexibility to adapt to changing scenarios and willingness to learn about new products and services.

**Time Management:** Efficient time management skills to prioritize tasks and meet deadlines.

**Computer Skills:** Basic computer skills, including familiarity with CRM software and data entry.

**Ethical Conduct:** Maintain a high level of integrity and ethical conduct in all interactions with customers.

If you are a proactive and enthusiastic individual with a passion for sales and customer engagement, we invite you to join our team as a Tele caller and contribute to the success of our organization.

## Workaholik