

## **Spash Advisors Pvt .Ltd.**

33 A, Jawaharlal Nehru Road, park Street area, Chatterjee International building, 14<sup>th</sup> Floor,  
Kolkata – 700 071. (Beside Metro Rail Bhawan Building)

**Hiring for the position : “Client Relationship Officer”**

**Total no of vacancy : 25 (female candidates only)**

**Process : Lead Generation**

**Product : Personal loan & business loan.**

**Office timing : 10 am to 7 pm.**

We are looking for a well-spoken Client Relationship Officer to be responsible for soliciting sales and over the telephone. The Client Relationship Officer responsibilities include contacting potential customers, reading from a prescribed script, focusing on customer needs to close sales, and documenting customer information and reactions.

A successful Client Relationship Officer has excellent communication skills as well as sales ability. You should be meticulous in keeping records, and able to handle all aspects of making a sale.

### **Criteria :**

Age : 18 – 35 years.

Language : Bengali speaking candidates only. (Hindi & English will be an added advantage)

Qualification : Minimum HS pass.

Salary : 8k to 10k + incentives.

### **Roles & responsibilities :**

- Initiating sales with potential customers over the phone.
- Asking questions to engage customers and keep the conversation going.
- Listening to the customers' needs to generate repeat sales.
- Gathering and documenting customer information, payment methods, and reactions to products.
- Keeping up to date on all products and informing customers of new products.
- Answering customers' questions on the products.
- Meeting sales quotas.

### **Required skill :**

- Excellent communication skills.
- Creative thinking skills.
- The patience and ability to engage customers in conversation.
- Good sales ability.
- Excellent interpersonal and problem solving skills.
- The ability to handle rejection and stress in soliciting customers.

JOB DESCRIPTION		
<b>"Difficult roads are often leads to beautiful destination....."</b>		
1	<b>Company Name</b>	<b>Spash Advisors Pvt. Ltd.</b>
2	<b>Address</b>	J 1/5, Kariwala Tower, 5th & 7th floor, EP Block, near Webel Bhawan, bus stop Webel More, Sec - V, Saltlake City, Kolkata - 700 091
3	<b>Contact Person</b>	Niloy Dhole – Sr. Recruitment Executive
4	<b>Cell number</b>	6291419574
5	<b>For the post of</b>	Client Relationship Executive
6	<b>Job role</b>	To be a very good team member
		Interaction with the clients
		Generating leads
7	<b>Language</b>	<b>Only Bengali speaking candidates are welcome</b>
8	<b>Gender</b>	Male & female are both welcome
9	<b>Skill</b>	Clear communication, voice & presence of mind,
10	<b>Educational Qualification</b>	Minimum qualification XII pass
11	<b>Age</b>	18-35 years
12	<b>Office Timing</b>	<b>10 am to 7 pm (Monday to Saturday)</b>
		<b>Sunday fixed off</b>
		<b>Holidays are as per the calendar</b>
13	<b>Salary</b>	<b>7.5K to 10K fixed &amp; incentive</b>
a)	<b>1. Fresher</b>	7500 - 8000 pm fixed
b)	<b>2. Experienced min 3 months in interacting with clients</b>	8000/- fixed
c)	<b>3. Experienced min 6 months in interacting with clients</b>	8500/- fixed
d)	<b>4. Experienced min 1 year in interacting with clients</b>	9000 - 9500 fixed
e)	<b>5. Experienced min 1 to one &amp; half year in interacting with clients</b>	9500 - 10000 fixed
14	<b>Dress code</b>	Monday to Friday in formals & casuals on Saturday

Sl no	REQUIRED DOCUMENTS FOR JOINING	
1	Age proof	Secondary admit card
2	Address proof	Aadhar card
3	Identity proof	<b>Pan card (mandatory) or Acknowledgement slip</b>
4	Educational proof	Last mark sheet (XII & above)
5	Photograph	3 copies of passport size photograph
6	Salary purpose	Front page of the bank pass book/Cancelled cheque
<b>PHOTO COPIES OF THE DOCUMENTS ARE REQUIRED</b>		

- [Any queries can mail me : niloy.dhole@spashadvisors.com](mailto:niloy.dhole@spashadvisors.com)