



JOB DESCRIPTION

Job Title/Role:	IT Sales Telecaller (Executive)		
Department:	IT	Shift Timings:	11AM - 8PM
Reporting To:	Manager	No. of position:	02 (Two)
Work Location:	Bhayander, Mumbai	Level / Grade:	5

Type of position:	Management skills:	Total Experience: 1 - 2 years
Full Time	<ul style="list-style-type: none">• Sales Skills• Good Communication and Interpersonal Skills• Good Email and Telephone etiquettes• Good Team Player	Relevant Experience:
		Age: 22 - 30 yrs

Suggest search keywords: enter text

Education requirement:	Other skills:
<ul style="list-style-type: none">• Minimum HSC• Preferred Graduate in any stream	

Roles and responsibilities:

- Make Calls to Prospective Customers on Daily Basis.
- Email Blaster Campaigns
- Schedule introductory meetings for Epicenter IT Products and Service Offerings
- Understanding customer specific business needs and suggest product/services
- Maintaining life cycle of a sale.
- Vendor Management, follow-up with Vendors/OEM for quotations, services, etc.

Technical skills:

- IT Sales Experience
- Computer literacy
- Basic understanding of Microsoft Office Tools viz. MS Office
- Good Email and Telephone etiquettes