

Job Reference	AURA\SL\TMC\09\2014
Closing Date	15th October, 2014
Job Position	Tele Marketing Executive
No: of Vacancies	2
Job Location	Palakkad / Cochin
Experience Required	2-4 years Experience in tele-calling / marketing and / or online sales
Candidature	Women
Job Purpose	The tele-marketing executive will convert inquiries into sales by answering inbound telephone calls. She will also work with a database of clients / customers that are a mixture of current, dormant, new contacts and competitor product users and will get involved in all the aspects of the sales process including building and maintaining your own inquiry database and business pipeline selling both Industrial equipments and Services.
Job Duties	<ul style="list-style-type: none"> ✓ Make telephone calls to prospects ✓ Advises present or prospective customers by answering incoming calls. ✓ Influences customers to buy or retain product or service. ✓ Research and Contact prospective clients /customers, qualify leads and arrange suitable appointments for the Business Engineers or Sales / Service team members. ✓ Document transactions by keeping accurate and detailed records of calls made and results achieved. ✓ Maintains database by entering, verifying, and backing up data. ✓ Maintains technical knowledge by attending educational workshops; reviewing publications. ✓ Maintain confidentiality ✓ Act as a representative of the client and represent their interests at all times ✓ Provide feedback and input to management with respect to pipeline development and strength. ✓ Record details of opportunities and leads. ✓ Other miscellaneous responsibilities and duties commensurate with the job position.
Skills &Qualifications	<ul style="list-style-type: none"> ➤ Outward calling or customer service experience ➤ Strong telephone manners and excellent communication skills ➤ Proven track record in a sales environment ➤ Customer focus, Selling to Customer needs and telephone sales experience ➤ Computer literate and experience in database management ➤ Ability to write and communicate detailed notes for business reporting ➤ Mature attitude with a capability to discuss business issues ➤ Confident, self motivated, Polite, Persistent and Persuasive ➤ Friendly personality and team player with high energy level ➤ Fluent in speaking English and Malayalam.