

Client Relationship Executive

Job Reference Code	CRC/CRE-GN14/02
Company Name	Capital Record Center Private Limited
Total Requirement	1
Position	Client Relationship Executive
Department	Sales
Location	Delhi, Rajouri Garden office
Roles & Responsibilities	<ul style="list-style-type: none"> • Manage a variety of existing key accounts within the company's product range. • Payment Collection • Develop, update and maintain a database of existing and potential customers. • Assist with after sales queries, investigate customer complaints and ensure that they are dealt with to the customers' satisfaction. • Contribute to new product development, promotion/distribution, customer care and the company's approach to quality through the presentation of customer feedback and market research. • Provide regular information to assist management with decision making, including competitor profiles and market analysis. • Monitor and report on competitors and industry activity. • Make contribution to the ongoing planning and development of the company's sales and business development strategies. • Provide data detailing the business activities and performance against targets
Reporting to	Yashpal Singh
On Roll / Contractual	On Roll
Mandatory Skills	Good English verbal communication, comfortable in field.
Experience	Min. 6 months to 2 years
Qualification	Commerce graduate is preferable.
Prefer Industry	Record Management