



Tele Sale Executive

- **Vacancy for:** 2
- **Posted on:** Dec. 7, 2018
- **Deadline:** Dec. 16, 2018, 11:55 p.m.

Basic Job Information

Job Category : Sales / Public Relations > Sales Support/ assistant, Telesales
Job Level : Entry Level
Employment Type : Full Time
Job Location : Naxal, Bishalnagarmarga, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Intermediate
Experience Required : Not Required
Professional Skill Required : Excellent Communication Skill, Customer Service, Outgoing And Energetic Attitude, Computer Experience, Multi-Tasking Ability, Cold Calls, Handle Multiple Calls

Other Specification

- Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook
- Ability to work in company's software
- Excellent communication skills with peers of all levels up to senior management
- Ability to work largely on own initiative
- Excellent Leadership Skills

(Applicants with below additional skills would be given priority.)

Job Description

- Handle multiple calls
 - Manage customer calls and appointments effectively for new opportunities
 - Deal with clients, introduce products/services to clients
 - Send notices, then attempt to arrange for tax collection, and involves creating a payment plan
 - Responsible for filing extensions on statutes of limitations for tax collection and also initiating administrative and judicial actions.
 - Responsible for the proper assessment and prompt collection of all Municipal taxes
 - Attend meeting with clients if necessary
 - Develop and implement creative strategies to acquire & retain the clients including interviewing them to take their feedback and incorporate it into the growth plan.
 - Create and improve proposals for existing and new clients.
 - Develop strong customer/clients relationships.
 - Investigate why customers are not paying tax dues and convince them to pay taxes and recover debts
 - Able to work independently and in team
 - Other activities as per company's requirement
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Applying Procedure

Apply Link : <https://merojob.com/tele-sale-executive-2/>

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