



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	: Higher Secondary (+2/A Levels/Ib)
Experience Required	: Not Required
Professional Skill Required	: Handle Multiple Calls, Cold Calls, Multi-Tasking Ability, Computer Experience, Outgoing And Energetic Attitude, Customer Service, Communication

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

Applying Procedure

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

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