



Mail :

myzeed.com@gmail.com



Phone :

+91-8089624554



Website :

www.myzeed.com

DUTIES AND RESPONSIBILITIES

POSITION: CAREER CONSULTANT

Lead Engagement and Follow-up:

Collaborate closely with the marketing team to receive leads, and promptly follow up by phone calls to introduce our company and provide comprehensive details about our offerings. Your adept communication skills will be essential in fostering meaningful connections with prospective clients.

Team Collaboration:

Work within an assigned team and report to the designated team leader. Ensure seamless coordination and communication with team members to achieve collective objectives.

Target Achievement:

Adhere to specific targets set by the company, with clearly defined criteria for eligibility for incentives. Demonstrate commitment and diligence in meeting and exceeding these targets through proactive engagement with leads and clients.

Professional Conduct:

Uphold a high standard of professionalism at all times, both within the office environment and during interactions with clients. Display respectful behavior towards reporting staff and colleagues, and refrain from engaging in any form of misbehavior.

Client Guidance:

Offer guidance and support to clients following the registration process, assisting them with further steps and inquiries. Maintain a helpful and informative approach to ensure clients feel supported throughout their journey.



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Task Management:

Utilize designated trackers to record and update daily tasks and progress. Adhere to reporting requirements by submitting daily, weekly, and ad-hoc reports as advised by the team leader, demonstrating punctuality and accuracy in reporting. Leave the office only after completing your daily tasks.

Client Relations:

Maintain a calm, patient, and professional demeanor when interacting with clients. Avoid arguments or confrontations, and prioritize building a positive and productive relationship with clients based on mutual respect and trust.

Communication and Availability:

Ensure accessibility and responsiveness to clients and reporting managers, promptly addressing queries and concerns. Cultivate effective communication channels to facilitate smooth workflow and client satisfaction.

Adaptability:

Be prepared to undertake additional tasks or duties as required, demonstrating flexibility and adaptability in response to evolving situations or business needs.

Accountability:

Take full responsibility for your actions and tasks. Forgetfulness, irresponsibility, or actions causing harm to the client process will be strictly punished, as they undermine our commitment to providing high-quality service and professionalism.



Myzeed.com Pvt. Ltd.

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