

27th Nov 2013.

Notice for Placement

Company:- **Deltecs InfoTech Pvt. Ltd.**

Position:- **Client Servicing Executive**

Website:- www.deltecs.com

Work Location:- **A-309, Crystal Plaza, New Link Rd, Andheri (W), Mumbai- 400053**

Client servicing executive

Duties

Client service executives essentially establish and cultivate relationships with a company's clients. Their goal is to meet client needs so customers are satisfied, resulting in profits for the company. Client service executives need to conduct best practice workshops so clients can understand the best way to use the product and hence benefits from a company's products. These professionals also introduce new products, respond to client inquiries and find solutions to client issues.

Other Responsibilities

Client service executives additionally develop sales proposals and collaborate with a company's multiple internal departments to help improve the quality of products. They also work to streamline business operations by helping to reduce costs. Client service executives might work with other account managers at a company to create a consistent client message as well.

Skills

Client service executives must have strong customer service and interpersonal communication skills. They additionally must have apt verbal and written communication skills. These professionals should be able to manage time, projects and sales efficiently and be detail oriented. They also must be strategic planners and have a strong understanding of a company's products so they can train clients and answer questions in both group and one-on-one situations. Client service executives must have strong judgment and decision-making skills as well. In addition, they should have strong leadership skills, be self-directed and be able to multitask. Employers also usually require client service executives to be proficient with computers and software spreadsheet programs such as Microsoft Excel.

Education

Client service executives may have a bachelor's degree in business administration or in a field that is related to the industry in which they work. Employers also look for client service executives who have extensive client services and supervisory experience. Job candidates who have sales or customer service experience also have a huge advantage.

Outlook

Employment of customer service representatives, a category that includes client service executives, is projected to climb by about 18 percent from 2008 to 2018, according to the U.S. Department of Labor Bureau of Labor Statistics. This can be attributed to the fact that offering high-quality customer service and building customer relationships is critical.

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Below mention are some crucial requirements:-

1. Excellent interpersonal communication skills & must have apt verbal and written communication skills.
2. Fresher's who has completed BMS/BBA/BBM or **Diploma in Marketing Management / Advanced Certificate Course in Marketing Management**, i.e. able to join the company immediately.
3. Experience minimum 0 to maximum 2 yrs.

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Mrs. Preet Kewalramani

Email id: - [**preet@dronamobile.com**](mailto:preet@dronamobile.com)

Contact no: - 022- 67581740

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