



**Indira Gandhi National Open University
Campus Placement Cell
Maidan Garhi, New Delhi-110068**

**Campus Placement Drive for Arcis-E India Pvt. Ltd.
At Convention Centre, IGNOU Campus,
On 23.10.19 at 9:30 am.**

**(Reporting and Registration: 9:30-10:30 am)
(Orientation Programme: 10:30 am)**

Job Description & Details

Positions

Tele Sales Executive

Nature of Employment

Life Insurance

Number of Vacancies

45

Key Responsibilities

- Generate Lead by calling.
- Managing incoming calls and customer service inquiries
- To manage outbound calls and convince the customers to take Life Insurance policy by explaining the Benefits of LI.
- Build sustainable relationships and trust with customer accounts through open and Interactive communication
- Meet personal/customer service team sales targets and call handling quotas
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution

- Keep records of customer interactions, process customer accounts and file documents.

Key Skills

- Candidates who have good communication and interpersonal skills
- Should possess good listening skills
- Ability to think quickly to make a recommendation or solution to the customer's problem
- Soft skills is important and other attributes like MTI should be taken care of
- Basic computer knowledge
- Language: Fluent in English and Hindi

Salary & Incentives

2.0 to 3.0 LPA CTC + unlimited incentives

Work Experience

- Fresher's can apply
- Exp. In tele sales or in insurance sales will be plus point.

Academic Qualification

Any graduate/undergraduate

Age

20 to 27 yrs

Posting Location

Gurugram

Career Path

Tele Sales Executive ⇨ Assistant Team Leader ⇨ Team Leader ⇨ Ass.Manager ⇨ Manager

Selection Process

- Resume Screening
- Face to Face Interview
- Telephonic Interview
- Secondary face to face interview in office if required
- Job Offer

IMPORTANT NOTE:

A brief introductory session (Pre-placement-talk) highlighting company profile, job requirements, CTC etc. will be conducted in the beginning of the day before the placement drive.

The Students are required to carry a copy **of IGNOU ID and two copies of their updated Resume/CV** at the time of registration.

Note: Students **must carry original IGNOU ID card**. Students not having copy of IGNOU ID card will not be allowed.

For more information and registration.

Call (between 9.30 AM to 6 PM)

(i) Mr. Nitesh / Mr. Chetan at. 7827871057 / 9717221921 from company side.

and/or

(ii) Director (CPC) IGNOU office Phone No. 011-29571114

(B.B.Khanna)
Director
Campus Placement Cell