

## Client Relationship Executive

<b>Job Reference Code</b>	CRC/CRE-GN14/02
<b>Company Name</b>	Capital Record Center Private Limited
<b>Total Requirement</b>	1
<b>Position</b>	Client Relationship Executive
<b>Department</b>	Sales
<b>Location</b>	Delhi, Rajouri Garden office
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage a variety of existing key accounts within the company's product range.</li> <li>• Payment Collection</li> <li>• Develop, update and maintain a database of existing and potential customers.</li> <li>• Assist with after sales queries, investigate customer complaints and ensure that they are dealt with to the customers' satisfaction.</li> <li>• Contribute to new product development, promotion/distribution, customer care and the company's approach to quality through the presentation of customer feedback and market research.</li> <li>• Provide regular information to assist management with decision making, including competitor profiles and market analysis.</li> <li>• Monitor and report on competitors and industry activity.</li> <li>• Make contribution to the ongoing planning and development of the company's sales and business development strategies.</li> <li>• Provide data detailing the business activities and performance against targets</li> </ul>
<b>Reporting to</b>	Yashpal Singh
<b>On Roll / Contractual</b>	On Roll
<b>Mandatory Skills</b>	Good English verbal communication, comfortable in field.
<b>Experience</b>	Min. 6 months to 2 years
<b>Qualification</b>	Commerce graduate is preferable.
<b>Prefer Industry</b>	Record Management