

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-and-tele-calling-executive/>

## BACK OFFICE AND TELE CALLING EXECUTIVE

### BASE SALARY

? 10000 - ? 15000

### DESCRIPTION

Renit Technologies Pvt Ltd

Location: K?ramadai

Work Mode: In Person

Salary: ?10,000 – ?15,000 per month

Email: [renittechnologiespvtltd@gmail.com](mailto:renittechnologiespvtltd@gmail.com)

This job is for Back Office and Tele Calling Executive. Work is related to customer calling, lead generation, CRM updating and documentation support.

### Role Overview

This role includes both back office work and tele calling work. Candidate will handle customer communication and data entry related tasks. Work is related to telecom and enterprise customers.

### Key Responsibilities

- Make calls to customers and generate leads
- Update CRM system with customer data
- Handle order processing and documentation
- Follow up with customers for requirements
- Work with enterprise and business clients
- Maintain records and reporting tasks

### Required Skills

### HIRING ORGANIZATION

Renit Technologies Pvt Ltd

### EMPLOYMENT TYPE

Full-time, Part-time

### JOB LOCATION

INDIA

Candidate should be comfortable in calling and basic computer work.

- Good phone communication skill
- Basic typing and data entry knowledge
- Organizational ability
- Customer handling etiquette
- Language knowledge (English, Tamil preferred; other languages added advantage)

## Work Nature

This is full-time office job. Work includes calling, CRM update and back office support tasks.

## Experience Requirement

Telesales or calling experience preferred. Freshers with good communication can also apply.

## Important Note

Only shortlisted profiles will be contacted after resume review.

## How to Apply

Interested candidates can send resume on email.

Email: [renittechnologiespvtltd@gmail.com](mailto:renittechnologiespvtltd@gmail.com)

Apply if you are comfortable with calling and computer-based office work.