

WORK VAPOR

Job Link: <https://workvapor.in/jobs/crm-executive-customer-coordination/>

HIRING ORGANIZATION

Vanshdeep Builders

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 1, 2026

JOB LOCATION

Jagatpura, India

CRM EXECUTIVE – CUSTOMER COORDINATION

BASE SALARY

INR 13000 - INR 20000

DESCRIPTION

Job Role: CRM Executive – Customer Coordination & Field Support

Company: Vanshdeep Builders

Industry: Real Estate

Job Type: Full Time | Permanent

Work Location: Jagatpura, Jaipur

Experience: 0–1 Year

Education: Any Graduate

Salary: ?13,000–?18,000 per month including PF

Openings: 1

Job Type: Back Office + Field Work

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Vanshdeep Builders is hiring a **CRM Executive** in Jaipur. The role combines CRM work with customer coordination and official field visits.

The selected candidate will manage customer records and documents. The role also includes visits to banks government offices client locations and project sites.

Key Responsibilities

- Maintain customer and CRM records.
- Update customer information accurately.
- Handle forms applications and documents.
- Coordinate with customers and internal teams.
- Coordinate with banks and government offices.

- Visit client locations and project sites when required.
- Follow up on pending documents approvals and payments.
- Submit and collect required documents.
- Maintain field visit records.
- Support Sales Accounts and Operations teams.
- Handle customer queries and follow-ups.
- Complete daily CRM and administrative tasks.
- Maintain the confidentiality of company and customer information.

Requirements

- **Any graduate can apply.**
- 0–1 year experience as listed. Relevant experience up to 2 years is mentioned in the detailed requirements.
- Freshers with good communication skills can apply.
- Basic knowledge of **MS Office and Excel**.
- Basic email communication skills.
- Good communication and coordination skills.
- Comfortable with field visits.
- Good organisational skills.
- Able to manage multiple tasks.
- Two-wheeler and valid driving licence will be an advantage.

Skills

- CRM Management
- Customer Coordination
- Data Entry
- MS Excel
- MS Office
- Document Management
- Email Communication
- Database Management
- MIS Reporting

Benefits

- PF benefits.
- Conveyance allowance.
- Growth opportunities.
- Learning opportunities.
- Professional work environment.

Salary Note

The detailed job description mentions **₹13,000–₹18,000 per month including PF**. The job listing header shows **₹1.5–₹2 Lacs P.A.**

How to Apply

Send your updated **resume** to:

Email: himanshi.sharma@vanshdeepgroup.com

Or contact the hiring team:

Phone / WhatsApp: +91 7240688812

Mention **CRM Executive** while applying.