

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-relations-executive-calling-front-desk-role/>

## HIRING ORGANIZATION

Glow Young Skin Clinic

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

India

## DATE POSTED

? March 22, 2026

# CUSTOMER RELATIONS EXECUTIVE – CALLING + FRONT DESK ROLE

## BASE SALARY

INR 12000 - INR 15000

## DESCRIPTION

**Job Title:** Customer Relations Executive

Talk to customers, handle calls, and manage appointments smoothly.

**Organization:** Glow Young Skin Clinic

**Location:** India

**Job Type:** Full-time

**Experience:** 1+ Year Preferred (Freshers can try)

**Salary:** ₹12,000 – ₹15,000 per month

**Work Mode:** On-site

**Contact Number:** +91 9995399822

### Job Overview

We are hiring a Customer Relations Executive to manage calls, handle walk-in clients, and coordinate appointments. This role is ideal for candidates with good communication and customer handling skills.

### Key Responsibilities & Role Details

- Handle calls and guide customers with basic information
- Manage inbound and outbound telecalling
- Maintain records of calls and customer interactions
- Answer customer queries and escalate when needed
- Coordinate with team for smooth service flow
- Manage walk-ins and schedule appointments
- Ensure good customer experience through follow-ups

### Eligibility & Skills Required

- Graduate preferred
- 1+ year experience in customer service/telecalling (preferred)
- Good communication skills (English + local language)
- Basic computer knowledge (MS Office/CRM tools)
- Strong interpersonal and multitasking skills

#### **Work Timing**

- 10:00 AM to 7:00 PM
- Monday to Sunday

#### **Perks & Benefits**

- Leave encashment
- Stable job role
- Customer-facing experience

#### **How to Apply**

You can send your CV via WhatsApp.

#### **Contact Details:**

WhatsApp: +91 9995399822