

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-and-calling-executive-customer-support-362751/>

HR AND CALLING EXECUTIVE, CUSTOMER SUPPORT

BASE SALARY

INR 8000 - INR 15000

DESCRIPTION

Call Center Executive

Company: RSD Consultancy

Location: Greater Noida, Uttar Pradesh

Work Mode: Hybrid. Work from office and home flexibility.

Salary: ₹8,000 to ₹15,000 per month

Contact Details

Email: prakhar@rsd.org.in

Contact Number: +91 9667710275

RSD Consultancy is looking for a smart and motivated person. This opening is for telecalling and HR support work. Freshers can apply. Experienced candidates can also apply.

The work needs good communication and basic computer knowledge. You will talk to leads. You will also help with HR tasks. The company is offering a fixed salary with growth opportunities.

Key Responsibilities

- Make outbound calls to prospective clients and leads
- Explain company services clearly

HIRING ORGANIZATION

RSD Consultancy

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Greater Noida, India

? Remote work from: India

DATE POSTED

? June 26, 2026

- Follow up with leads and convert inquiries into business
- Keep call records and conversion details updated
- Meet monthly calling and conversion targets
- Post jobs and screen candidates
- Schedule interviews
- Maintain employee records and attendance
- Help with onboarding new employees
- Handle basic HR queries and support
- Coordinate with management for HR policy work

Requirements

- Minimum qualification is 12th pass or graduate preferred
- Good communication skills in Hindi and English
- Prior experience in telecalling or HR is a plus
- Confident and target focused attitude
- Basic knowledge of MS Office and email

This is a good opening for someone who wants steady work and a mixed profile. The company offers a friendly work environment. Hybrid work makes it easier to manage office and home tasks.

What We Offer

- Fixed salary based on experience and interview
- Hybrid work mode
- Growth opportunities inside the company
- Supportive team environment
- Cell phone reimbursement
- Flexible schedule

How to Apply

Send your resume to the email shared above. You can also call or WhatsApp on the contact number. Walk in interviews are also welcome at the Greater Noida office.

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JOB BENEFITS

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