

WORK VAPOR

Job Link: <https://workvapor.in/jobs/inside-sales-executive-back-office-executive/>

HIRING ORGANIZATION

Expedite Informatics

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Pune, India

DATE POSTED

? March 30, 2026

INSIDE SALES EXECUTIVE / BACK OFFICE EXECUTIVE

BASE SALARY

INR 15000 - INR 30000

DESCRIPTION

Job Role: Inside Sales Executive / Back Office Executive

Company: Expedite Informatics

Location: Kharadi, Pune, Maharashtra

Salary: ₹15,000 – ₹30,000 per month

Job Type: Full-time, Permanent

Work Mode: Work from office only

Shift Timing: 10:00 AM – 7:00 PM

Working Days: 6 days (Sunday working)

Contact Details:

Email: sayaji@expediteinformatics.com

Phone: +919665566357

Description:

Talk to customers on calls and explain services. Handle inquiries and follow up with leads. Simple sales work but needs confidence and good communication.

Work You Will Do

- Call and connect with interested customers
- Explain services and answer questions

- Follow up and convert leads into bookings
- Handle walk-in clients
- Maintain data in Excel or Google Sheets
- Coordinate for appointment scheduling
- Support calling campaigns

Skills Required

- Good communication (Hindi & English)
- Basic Excel / Google Sheets knowledge
- Confident and convincing skills
- Willing to learn sales work

Eligibility

- Graduate or final year student
- Freshers can apply

Work Benefits

- Sales training and learning
- Growth opportunity
- Work in growing company
- Supportive work environment

How to Apply:

Send your resume on email or call directly.

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