

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/sr-executive-assistant-client-relations-and-pre-sales-support/>

## HIRING ORGANIZATION

Galaxy Resource Pvt. Ltd.

## JOB LOCATION

Lucknow, Uttar Pradesh, India

## SR. EXECUTIVE ASSISTANT – CLIENT RELATIONS AND PRE SALES SUPPORT

### BASE SALARY

INR 30000 - INR 60000

### DESCRIPTION

Galaxy Resource Pvt. Ltd.

Location: Lucknow, Uttar Pradesh

Work Mode: Office based role

Experience: 1–3 Years required

Salary: Up to ₹60,000 per month

Call/WhatsApp: 8188998866, 8188998899

Email: [hrm@optistaff.in](mailto:hrm@optistaff.in)

This position is for a senior or executive assistant who will handle pre sales work and client relations. Person will work closely with company leadership and support business activities. This role needs good communication and basic understanding of business work.

### Position Overview

This role is focused on helping in business coordination and client handling. Work includes managing meetings, helping in sales process, and supporting different departments. Person will also help in business growth related activities.

Female candidates are preferred for this role.

### Key Responsibilities

- Handle pre sales and sales support work
- Manage client communication and vendor coordination
- Support in technology services and edutech operations

- Help in staff augmentation and business expansion work
- Coordinate meetings and business discussions
- Assist in proposal making and submissions
- Support leadership in planning and market strategy
- Do market research and find new business ideas
- Attend important meetings and corporate events
- Provide support to senior team members
- Maintain smooth communication between departments
- Work in pressure situations when needed
- Support international work for US and Europe time zones

## Skills and Requirements

Good communication skill is very important for this role. Candidate should be able to speak and write clearly.

- Strong multitasking and organizing ability
- Problem solving mindset
- Able to work alone and take responsibility
- Comfortable for travel if needed
- Professional behavior and reporting skills
- Background in services or hospitality is preferred
- Convent education background is also preferred

## Training and Growth

Company will provide 2 to 3 months training on job. During this time, candidate will learn about business process and client handling.

This role gives chance to work with leadership team. Exposure to international clients and business operations is also given.

## Why This Opportunity

This is a growing company environment where learning is possible. Candidate will get chance to work on real business tasks and improve skills. Career growth is also possible with time.

## How to Apply

Interested candidates can directly call or send CV on WhatsApp. Email option is also available.

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