

WORK VAPOR

Job Link: <https://workvapor.in/jobs/tele-caller-executive-kolkata-customer-support-344067/>

HIRING ORGANIZATION

Gouri Construction

EMPLOYMENT TYPE

Full-time

JOB LOCATION

West Bengal, India

? Remote work from: India

TELE CALLER EXECUTIVE, KOLKATA CUSTOMER SUPPORT

BASE SALARY

INR 5000 - INR 10000

DESCRIPTION

Tele Caller Executive

Gouri Construction

Kolkata, West Bengal

Baranagar Location

Full-time

Freshers Can Apply

Salary ₹5,000 to ₹10,000 per month

Contact Details

Call or WhatsApp: +91 7596985344

Gouri Construction is hiring a Tele Caller Executive for their customer support and CRM team. The company works in the real estate sector and handles affordable housing projects. This opening is good for freshers who want office experience. Candidates with communication skills can apply easily. Bengali and English speaking skills will be helpful.

The company is looking for someone responsible and active. You should know basic computer work and customer handling. You will talk with clients and help them with project details. You will also support the sales team and maintain customer records properly.

Main Responsibilities

- Handle incoming and outgoing customer calls
- Update lead sheets and CRM details
- Share project and pricing information with customers

- Coordinate site visits with the sales team
- Maintain positive customer relationships
- Follow up with clients regularly
- Support client meetings and documentation work

Skills Required

Candidates should have good communication skills. Basic knowledge of Excel WhatsApp Business and CRM tools is important. You should be organized and comfortable with follow-up work. Freshers are welcome for this opening. Real estate experience will be an added advantage.

Benefits

- Flexible work schedule
- Cell phone reimbursement
- Internet reimbursement
- Paid sick leave
- Work from home support available
- Growth opportunities in real estate sector