



SEO EXECUTIVE (JD)

Experience	Fresher / Experienced / Interns
Location	IT city, Sec 83, Mohali, Punjab
Shift timings	Day Shift (8 AM to 5 PM)
Salary Bracket	18K per month + benefits
Education	MCA/ B. tech/ M. tech

The Job Responsibilities are as follows:

- Conducting on-site and off-site analysis of your clients' SEO competitors.
- Using programs such as Google Analytics to compile regular performance reports.
- Assisting the content team in the creation of high quality, informative SEO content.
- The creation of on-site and off-site SEO strategies for clients in various industries.
- Occasionally contributing to the company blog.
- Carrying out detailed keyword research according to the latest keyword strategies.
- Keeping up to date with the most recent developments in Search Engine Marketing (SEM).
- Paying particular attention to any significant Google algorithmic changes.

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SALES (Job Description)

Experience	Fresher / Experienced
Location(s)	IT city, Sec 83, Mohali or Quark City Phase 8B, Mohali
Shift timings	Rotational Night / Early morning shift
Salary Bracket	18K per month + Incentives+ benefits
Education	MBA/ B. tech

Job Description-

- Receive inbound calls from customers to interact with them and identify their needs and pitch the sales quotes accordingly.
- Build positive work relationship with customers to enhance the image and public perception of a company.
- Ensure call records are properly stored and organized in a call centre database
- Maintain a courteous and friendly disposition when interacting with customers irrespective of their temperament
- Ensure daily shift call quotas and set targets are achieved
- Conduct research to identify solutions and answers to difficult client issues.
- Follow set procedures to ensure equipment and devices are operational
- Coordinate with the dispatch and customer service team in timely manner.
- Monitor trends in customer calls and alerts management in event of any suspicious activity.

Required Skill Set-

- Exceptional Selling Skills.
- Logical Negotiation Capabilities
- Detail Oriented.

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App/Web Developers

Experience	Fresher / Experienced / Interns
Location	IT city, Sec 83, Mohali, Punjab
Shift timings	Day Shift (8 AM to 5 PM)
Salary Bracket	18K per month + benefits
Education	MCA/ B. tech/ M. tech

- Student should have done minor projects in languages like PHP, JAVA, HTML, CSS, Xamarin
- Should have skilled in Object oriented paradigm.
- WEB DEVELOPER
- APP developer
- Front-end developer

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CUSTOMER SUPPORT (JD)

Experience	Fresher / Experienced
Location(s)	IT city, Sec 83, Mohali or Quark City Phase 8B, Mohali
Shift timings	Rotational Night / Early morning shift
Salary Bracket	18K per month + benefits
Education	MBA/ B. tech

Responsibilities and Duties

- Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications.
- Follow up to ensure that appropriate actions were taken on customers' requests.
- Refer unresolved customer grievances or special requests to designated departments for further investigation.

Required Experience, Skills and Qualifications

- Excellent communications skills
- Open to work in rotational/night shifts.
- Ability to listen and active problem-solving skills
- Good interpersonal skills
- Ability to handle pressure

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