

Office Administrator & Telemarketing

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Company: Eurotech

Location: Islamabad

Category: other-general

BA / equivalent Diploma / Technical back ground We are a rapidly growing multinational distributor for electronic and industrial products of leading European brands. We are looking for an exceptional, organized and computer literate person with office management & telemarketing skill for our local office in Islamabad. Interviews will start on Monday. Job Specification Job Description: Customer Support role, Inbound and outbound calls handling. Liaison with UAE & UK office for import Department / Warehouse. Prepare import documentations for international shipments from supplier. Intensive telemarketing calls on daily basis. Prepare call activity report and call action plan. Manage office tasks on daily basis. Identify new potential customers, setup new trading account, bringing new sales leads on daily basis. Generating inquiry, Quotation preparation, follow up of quotations, processing incoming orders via e-mail or fax, follow up of deliveries and payment. Proactive sales by telemarketing and taking initiative to follow the sales Leads, building and maintain the customer database. Liaison with Manager to organize Market research for selected segment and dealing with new customers. Prepare mail shot to launch product, product introduction and e-mail marketing. Skill Required: IT literate, Customer Service driven, Problem-solving, Ability to handle multi tasks and contribute to achieve team target. Understanding of customers, Display maturity towards the role, Good communication skills & Organization skills, Demonstrate the ability to work with multicultural team, Multi-cultural understanding. Honest & reliable. Must have driving license and own car/bike Information Technology and Services - Islamabad, Pakistan About Us We are a rapidly growing multinational distributor for electronic and industrial products of leading European brands. mustakbil.com

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