

Please find the attached

**Info Edge Welcomes you... to take an inside look at us...**

Info Edge (India) Limited, the leader in online space welcomes you to a community of over 4000 employees spread over more than 48 locations in India & Middle East, with annual revenues in excess of INR 416 Crores (FY 12-13).

Since inception the company's growth trajectory has been exemplary and over the years the company has ventured into newer businesses and territories.

Info Edge is an online classifieds company with a simple objective of making available the relevant information with speed and ease whether it is Jobs or real estate or matrimony or education.

We have a common goal of excelling in each field without compromising on service delivery or ethics.

Hiring and retaining the best is an integral part of our DNA and we constantly strive to maintain our culture of participation and collaboration.

**Working With Info Edge as Executive / Sr. Executive – Client Relations**

We at Info Edge, know that success takes the work of talented and dedicated people like you, who are committed to making a impact every day. Our goal is to capture and convey the excitement of being part of a dynamic, results-oriented, high growth company, with powerful brands and world class people.



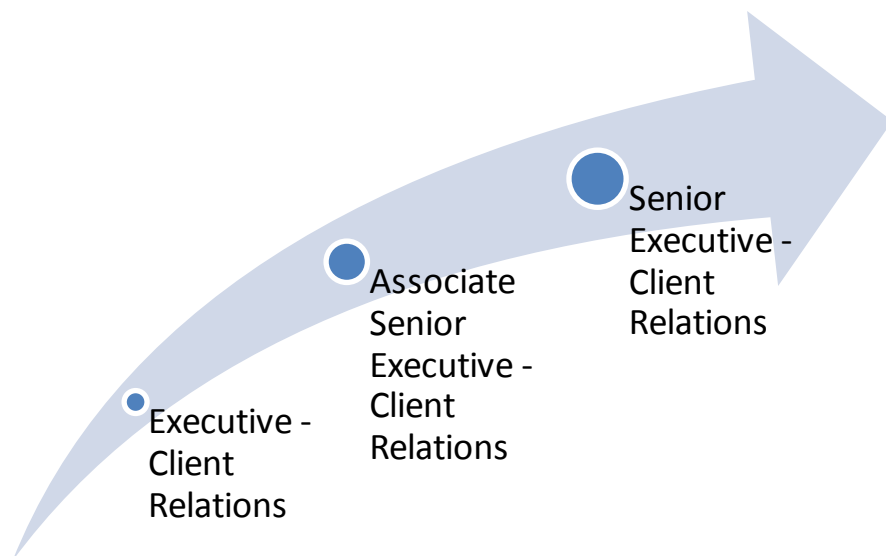
Invested Companies:



# Job Description

A career in Info Edge is intended to be an accumulation of challenging experiences over the course of many years – with each experience contributing to the growth of the individual and the organization.

Each individual occupies a special place in the organizational framework and carves out a role beyond his listed responsibilities. In this context the following is your unique position in the framework:



<b>Job Title :</b>	<b>Executive / Sr. Executive – Client Relations</b>	<b>Main Purpose of Job (Why job exists/what it must achieve)</b>
<b>WL:</b>	<b>4</b>	To focus on the revenue generation by meeting targets by selling the paid services of
<b>Reports to:</b>	<b>Respective team leader</b>	



# Job Description

Jeevansathi.com to the clients over the phone and maintaining relationships effectively.

<b>Organization</b> <b>Unit / Location</b>	Noida		
<b>Main Responsibilities / Job Summary</b> <i>(Primary deliverables of role and its scope)</i>		<b>KPIs (Measurable parameters of the role) &amp; Dimensions (What is the span of the role)</b>	
<ul style="list-style-type: none"> <li>➤ Responsible for managing domestic sales of assigned customers.</li> <li>➤ Achieving sales targets</li> <li>➤ Counseling profile holders of Jeevansathi.</li> <li>➤ Selling Membership over the phone</li> <li>➤ Updating all details accurately in the Customer Relationship Management.</li> <li>➤ Making outbound calls to achieve the assigned sales target.</li> </ul>		<ul style="list-style-type: none"> <li>• Ensuring the satisfaction of all customers.</li> <li>• Ensuring the sales Targets are met</li> <li>• Ensuring the no-1 position of the brand</li> </ul>	
		<b>Skills &amp; Knowledge Requirements (Abilities / Knowledge &amp; Expertise in field)</b>	
		<b>Knowledge (Technical / Functional)</b>  <b>Skills</b> Individual credibility – Sustain credibility by “living” the values working with others, establishing win-win relationships and taking initiative. <ul style="list-style-type: none"> <li>• Willing for to pursue their career sales.</li> <li>• Must have excellent communication skills.</li> <li>• Candidates with an exposure in MS Office and Internet would be given preference.</li> <li>• Ability to tackle various situations from the customer’s end.</li> <li>• Go getter attitude.</li> <li>• Handling outbound calls.</li> </ul>	<b>Qualifications</b> PDGBM / MBA (Marketing)  <b>Experience</b> <ul style="list-style-type: none"> <li>• 0-2 years</li> </ul>



Invested Companies:

