

SOURCE OF ENERGY



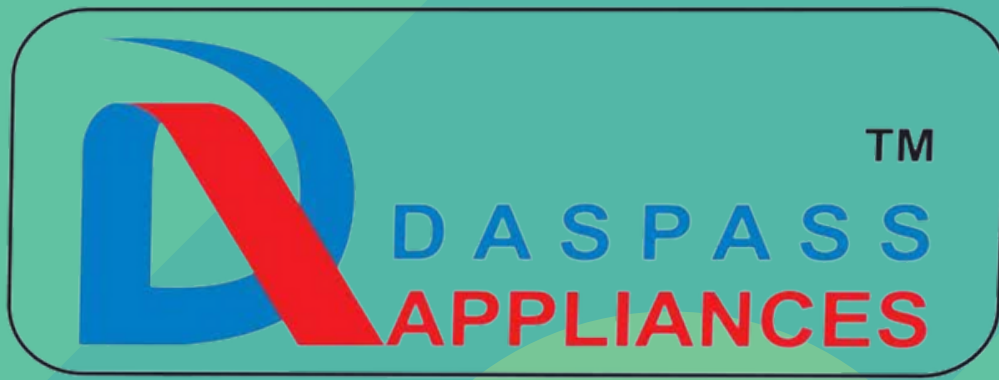
Safe Heating Solutions

Since 1968

WE ARE

HIRING

Customer Relationship coordinator



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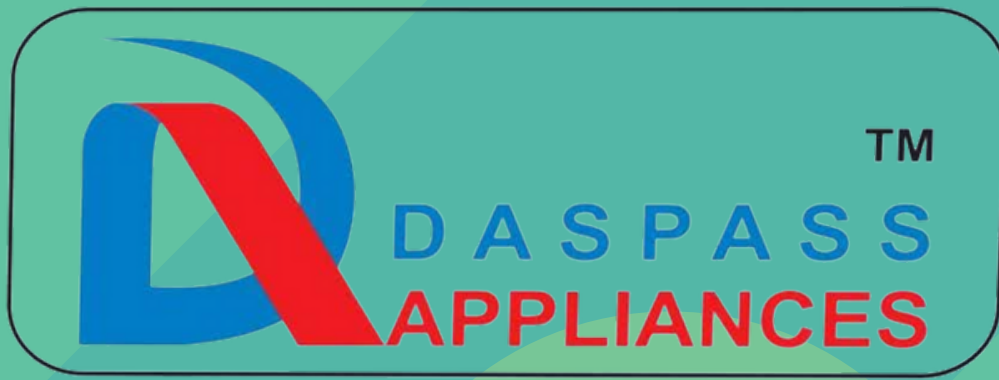
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COMPANY PROFILE

Daspass – Millennium House is the company which deals in products related to HVAC (heating, ventilation & air conditioning), Refrigeration, Electricals profiles. The company with an already established network of around 1000 clients in the form of Distributors, dealers, Government undertakings, Govt contractors, Original equipment manufacturers, Industries etc.

Daspass – Millennium
1679 , Dakhni rai street
Daryaganj , New Delhi – 110002

Contact Us
9891023817
Millenniumhouse98@gmail.com



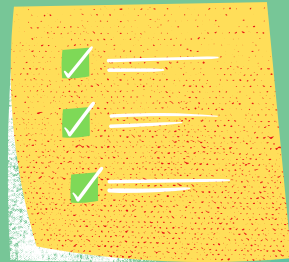
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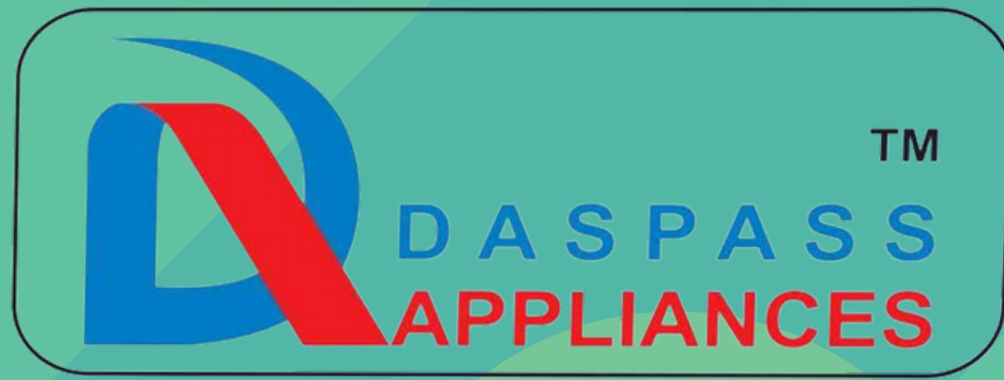
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OUR



REQUIREMENT

- Minimum experience 3– 5 years
- Employment period minimum 2 years.
- Minimum typing speed 25–30, knowledge of MS office, google drive, emails, designing template
- Should be well familiar with searching on google, facebook, youtube, instagram, indiamart
- Should be well versed to use google to search new clients.



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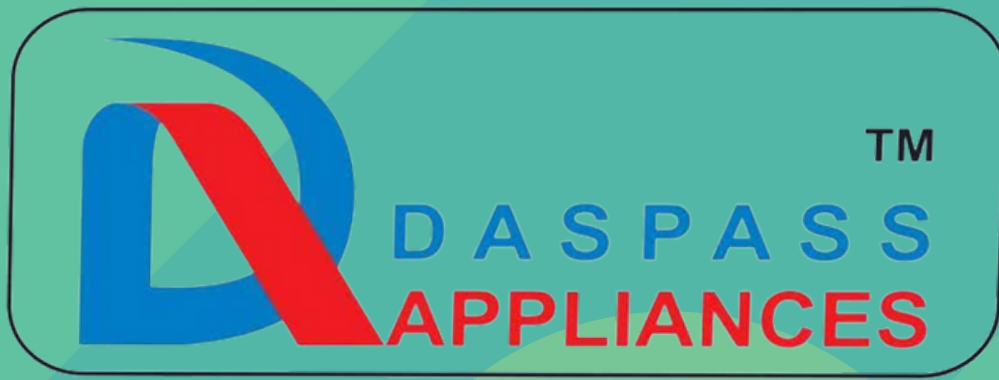


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Qualification

- Graduate.



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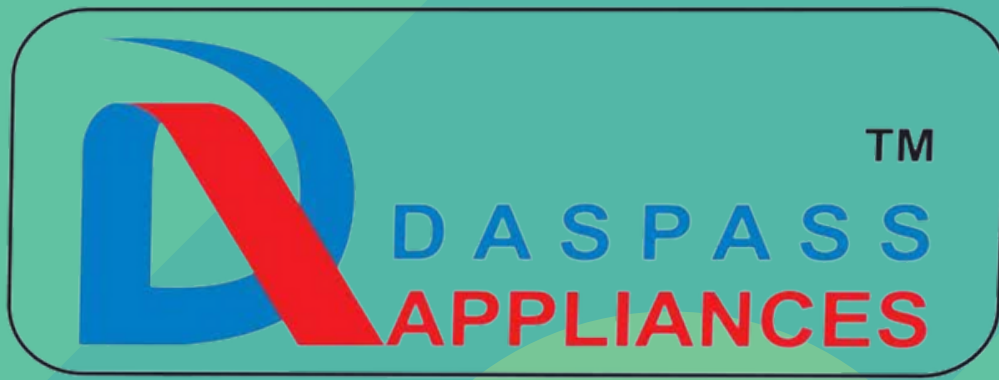


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Post & Position available

- Post : Customer relation coordinator
- Positions Available :- 2



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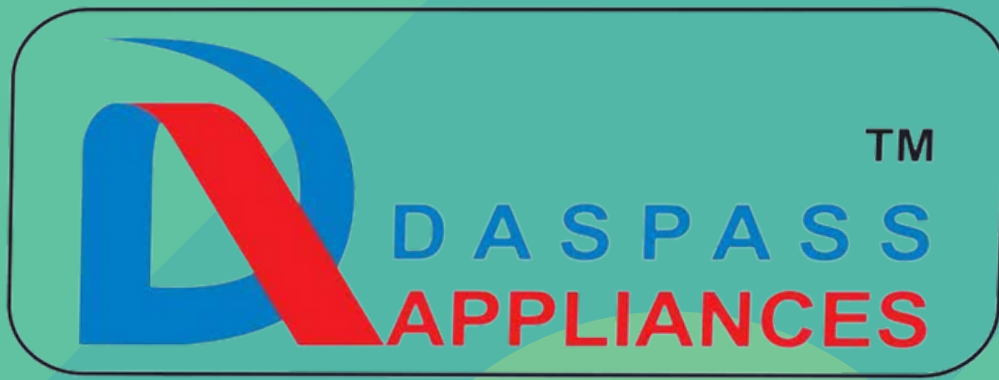
YOUR RESPONSIBILITY

Key responsibility:

- Maintain a constant sales growth from existing client base
- Retaining all old clients.

Responsibility:

- Handling leads
- Sending performa invoices / quotations and converting enquiries into orders.
- Handling incoming and outgoing calls, Sending Mails, maintaining MIS



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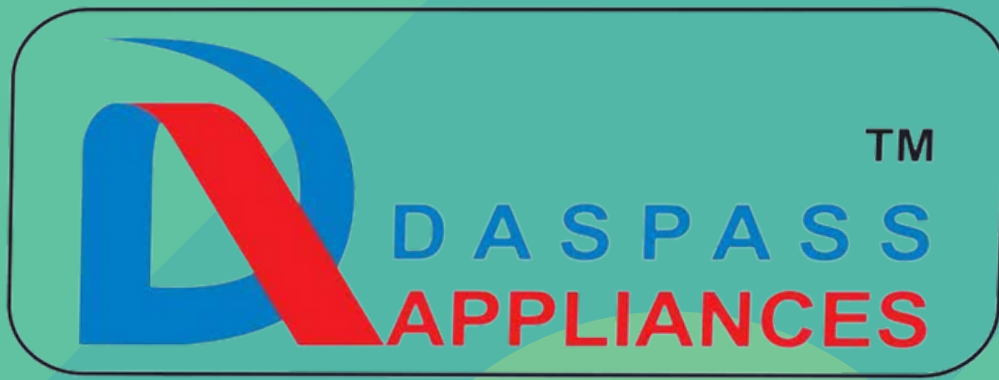


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Salary & Allowance

- Rs 180000 (one lakh eighty thousand) to 264000 (Two lakh sixty four thousand) per annum.
- Incentive / commission extra



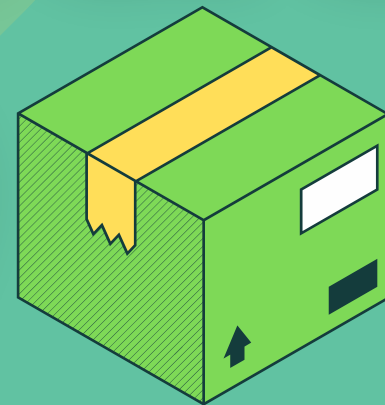
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Product in Sale



- Door Heater
- Drain Heater
- Air Curtain
- Dehumidifiers
- Tube Axial Fans
- Connection Pipes
- Domestic Heating Element

- Inline Circular & Cabinet Fan
- Exhaust Fan
- Capacitors
- Instrument Cooling Fan
- Duct Heater
- FSH , DTA , Thermostat
- Geyser Assemblies
- Geyser 100 Ltr.



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Age & Martial Status

- Age Min. :-25 , Max. :- 35
- Married