

# Telecaller & Sales Executive (Female)

Sales

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**Experience**

1-2 yrs

**Location**

Phase 8B, Mohali - On-site

**Openings**

1 Position(s)

**Current Status**

Urgent Hiring

**Job Type**

Full-time

**Job ID**

#3

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## Job Description

We are hiring a female telecaller to handle lead calling, appointment booking, follow-ups, conversion, and CRM management for Makes360 IT services.

## Key Responsibilities

- Make outbound calls to potential clients (80–120 calls/day).
- Explain company services clearly (Website, Digital Marketing, ERP, CRM).
- Convert leads into appointments for field sales team.
- Maintain follow-up calling schedule.
- Update CRM with notes, lead status, and call records.
- Handle WhatsApp chat inquiries & basic customer support.
- Assist sales team in documentation & follow-ups.

## Required Skills

Excellent communication in Hindi/English (Punjabi bonus).

Confident and customer-friendly attitude.

Basic computer skills (MS Office, CRM).

Positive energy and target-oriented mindset.

Own two-wheeler & willingness to travel in Mohali/Chandigarh region.

## KPI & Performance Targets

- Daily calling target.
- Appointment conversion ratio.
- Follow-up discipline.

- CRM data accuracy.

## **Salary & Benefits**

- ₹15,000–₹25,000 per month
- Incentives for conversions

## **Why Work With Us?**

- Exposure to multiple sales channels.
- Work directly with the founder.
- Opportunity to earn high Incentives.
- Exposure to IT & marketing service sales.

## **Growth Path**

- Telecaller → Sales Coordinator → Senior Coordinator → Customer Relationship Manager

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