

T&M Services Consulting Pvt Ltd

Internal Current Openings

1. Tender Associate / Sales Associate

Generate business through online portals like GEM PORTAL

- Online searching for Tendering and Bidding (Tendering India, GEM)
- PREPARING documentation and coordination for various certification
- Ensure the adequacy of sales related paperwork for the sales team!
- Handle the processing of all orders with the accuracy.

Skills and Qualification-

Graduate in any stream - B.A, B.COM with equivalent 0-2-year maximum experience

2. Payroll Executive

Job Location: Dahisar (Mumbai)

Job Description:

- Candidate should have hands on Payroll experience in Industrial / Corporate sector for a minimum of 0 to 2 years.
- Candidate should have done payroll of around 100+ employees.
- Should be a thorough Professional in MS Excel. (Advance Excel)
- Should be able execute the maker and checker concept from Ground level up for Different Locations
- Thorough knowledge of basic, ESIC, PF, Gratuity and Bonus Calculations is a Must.

Salary: As per Industries.

Benefits:

- Leave encashment
- Paid time off
- Provident Fund

Schedule:

- Day shift

Supplemental pay types:

- Yearly bonus

3. Business Development Executive

Perks and Benefits: Best in the industry.

Education – MBA in Marketing

Work Timing: 10 Am to 6.30 Pm

Working Days: Monday to Saturday.

Work Location: Mumbai

Roles and Responsibilities:

- Should possess strong experience in VOIP sales and sell VoIP services to potential customers.
- Cold Calling, and setting up appointments, and meetings with the sales managers for lead Generation.
- Contact potential customers via outbound telephone calls and cold calling for the purpose of selling VoIP products and services.
- Maintain a pipeline of qualified, prospective clients.
- Follow up with clients. Keep a track of potential customers and their requirements.
- Assist and guide customers with all the required knowledge of the services.
- Address all complaints of the customers and make sure that they are resolved in time and within the guidelines given.
- Sending proposals and following up for any pending payments with clients.

- Ensure the premium level of client satisfaction in one phone call.
- Meeting monthly and quarterly targets.

Desired Candidate Profile:

- 0-3 years of experience in B2B Sales, targeting Call Centres, Corporates, and Enterprises with good communications
- Should have sound knowledge on IT Technologies & Non-Technologies.
- Good Excellent written and oral communication.
- Should be willing to travel for meetings (If required).
- Proactive and creative thinker.
- Responsible for achieving the assigned targets.
- Self-Starter and highly motivated.
- Strong interpersonal, influencing, and negotiation skills.
- Willingness to learn and be creative within the role.
- Need to have a hunger for achieving targets.
- Freshers are also welcome.

Apply Here-

- hr200@tnmhr.com
- Contact- 7777061486