

Job Description - Client Relationship Executive

- Making sure all the leads of the clients after placing orders are met.
- Ensuring your existing clients are satisfied through after sales service.
- Always ask them for true feedback.
- Servicing the client after receiving the order till the time of collection of payment.
- Resolve the queries and questions of all the clients.
- Give or support the clients about company products or services.
- Acting as a point of contact for complaints and escalating issues to the concern.
- Understand client's queries and solve them in any manner.

Key Skills for CRE:

- Candidate shall know French language of level B2 or C1.
- Polite disposition.
- Ability of rigorous followup.
- The ability to communicate confidently - both through speaking and writing - with colleagues and clients.
- Ability to understand the circumstances and act accordingly.
- Proactive.
- Thorough knowledge of products / services
- Always available on calls.

Drop an email to : hr2@kilitch.com

Subject to mention : CRE for French West Africa.

Office location shall be : Chembur / Govandi / Deonar, Mumbai.

