



MAHISHADAL RAJ COLLEGE

Phone : 03224-240220

(Govt. Sponsored)

Estd. : 1946

NAAC accredited 'A' Grade College

DST (FIST) Govt. of India Approved College


Mahishadal : Purba Medinipur

E.mail : principal.mrc1946@gmail.com

## NOTICE

No. : 036/24

Date : February 05, 2024

It is notified for the information of all concerned that a Campus Interview, organized by  Senco Gold will be held on 6<sup>th</sup> February 2024 (Tuesday) at 11.00 a.m. in Committee Hall of DDU-GKY. All of our pass-out students are encouraged to attend this Campus Interview along with their CV and necessary documents/testimonials.

In case of any queries in this regard, students may feel free to contact with Mr. Arif Islam (Mobile No. : 9731397349)



(DR. GOUTAM KUMAR MAITY)

Principal

Mahishadal Raj College

Mobile No. : 8597396828

Dr. Goutam Kumar Maity

Principal

Mahishadal Raj College

Mahishadal, Purba Medinipur

## Job Description Form

1. Job Details:	
<b>Position Title:</b>	Executive -Customer Delight
<b>Reports To:</b>	Store Manager
<b>Department:</b>	Retail sales Customer operation
<b>Grade:</b>	E2

2. Job Purpose:	
Ensuring customer Delight and Business Growth.	

3. Key Accountabilities:	
<ul style="list-style-type: none"> <li>● An individual doing a counter sales job is responsible for handling all sales function in a manner which is professional enough for the customers.</li> <li>● They should also provide quick and efficient service to obtain maximum sales and focus on customer satisfaction.</li> <li>● Should be excellent while providing service to its customers.</li> <li>● They should respond to any queries and give every information that a customer needs.</li> <li>● Physical Stock checking, counting</li> <li>● Ensuring Customer feedback updated in system.</li> <li>● Small scale marketing activities.</li> <li>● Arranging Customer connect program</li> <li>● New customer conversion and Conversion of Dormant customers</li> <li>● Analyzing Customer requirement and Stock management</li> </ul>	

**4. Communications & Working Relationships:****Internal: All internal Store members****External: Customers****5. Qualifications, Experience & Skills:****Qualification****Diploma/Graduation/Post Graduation****Experience****0- 5 Years preferably in the same Industry****Skills****Knowledge in excel, Analytical skill, Negotiation Skill,**