



Seeking English Telemarketing Specialist

📍 Киев,

Компания: Alpha Communication Center

Рубрики: [Торговля, продажи, закупки](#), [Реклама, маркетинг, PR](#), [Наука, образование](#), [переводы](#)

Пожелания к сотруднику

Образование: не имеет значения

Опыт работы: не требуется

График работы: полный рабочий день

Описание вакансии

Employment: Full Time / Part Time

Salary: Depends on shift

Start Date: ASAP

Location: Work at Home

JOB DESCRIPTION

Summary/Objective: To contact both businesses and residential homes to establish an initial point of communication for clients and present their services or products to potential clients, this can be done by phone, email or social media.

PERFORMANCE OBJECTIVES:

This position works directly with business owners, office managers or residential homeowners and provides a list of our services, build a report and schedule an appointment for our clients to come in and try to sell their service or product. This position calls for an individual who is goal-oriented, capable of handling fine details and proficient in speaking and writing in the English language.

Essential Functions:

Make cold calls or follow up on warm leads Keep track of all calls made and provide reports on a daily or weekly basis Manage email and other assorted documents Manage a google drive account and use google documents and spreadsheet

Competencies:

Adaptability, Knowledge of successful approaches, tools, and techniques for dealing with changes and adapting to a changing environment. Productivity: Manages workload, works efficiently, and meets goals and objectives. Self-motivated result oriented

Requirements:

All virtual agents must have the following in order be considered for this position:

Desktop PC or Laptop with 3Ghz-4Ghz processor and Windows Operating System Minimum of 4GB of RAM 17" monitor Virus and spyware protection software and a working firewall. Microsoft Office and Adobe Acrobat reader. Broadband internet connection minimum 10 MBS A corded (not wireless) USB headset with a noise-canceling microphone. Google Chrome Quiet, private workspace. (No background noise) Webcam

Required Education and Experience:

High School graduate (or GED) and preferably 1-year experience in the calling industry (not required)

To be considered for this position please send an updated copy of your resume to humanresources.leadgen@gmail.com.

Контактная информация

Контактное лицо: HenryYbarra