



# Customer Relationship Management – Junior Executive at Amrit Cement

## About our Organisation

Amrit Cement is one of the leading cement manufacturers & marketers in North-east India. We are known as the best cement brand in India with plants & offices in Meghalaya, Kolkata & Guwahati.

Set up & promoted by first generation entrepreneurs more than a decade ago, Amrit Cement today is one of North-East's leading manufacturers of cement, with its registered office in Meghalaya, corporate office in Kolkata and a strong foothold in North-East India. We are present in one of the fastest growing markets, with state-of-the-art equipment with key infrastructure in place.

Amrit's crowning glory is its high-quality product range, which includes Ordinary Portland Cement (OPC) of 43 & 53 grades and Portland Pozzolana Cement (PPC). As a company, we have production of 1.0 MTPA clinker and projected capacity of 3.0 MTPA clinker – which puts us in the league with established players in the area we operate in. We are driven by not just our core business of producing superior quality cement, but also the desire to create a positive impact in people's lives, as well as the environment. Hence, along with world-class labs for quality control, we have a built-in, self-regulating mechanism to encourage a positive impact on the environment, employees, local communities and stakeholders. Sustainability initiatives form a major part of our corporate social responsibility policy and strive to improve living conditions in surrounding areas.

We are looking for a young, energetic and dynamic graduate

- **Position:** Customer Relationship Management – Junior Executive
- **Education:** Bachelor's Degree; 10<sup>th</sup> board – 80% mandatory
- **Experience:** fresher, Age should not be more than 24 yrs age
- **Place of Posting:** HO, Minto Park
- **Job Description:**

- 1) Ensure your existing clients are satisfied throughout the process from order to collection.
- 2) Always ask them for true feedback.
- 3) Servicing the client after receiving the order till the time of collection of payment.
- 4) Resolve the queries and questions of all the clients.
- 5) Acting as a point of contact for complaints and resolving issues to the concern.
- 6) Understand client queries and solve them in any manner
- 7) Working closely with stakeholders of the organization

- **Key Skills:** Strong Interpersonal Skills, Strong Communications Skills, Smart, Agile, Young & Dynamic

Immediate joiner preferred

Compensation is not a constraint for the right candidate

Since it's a fresher position or maximum 1 year experience we will provide the CTC of ₹15,000 PM that includes PF, ESI, LTA, Bonus hence the take home will be somewhere around ₹12,000 to ₹12,500 PM

Apart from that Gratuity, Leave will be extra

The process is once we receive the list my HR Head, followed by our Director will interview the candidates who had scored 80% in 10<sup>th</sup> Board.

Both will be Zoom or F2F interviews.

## How to Apply through College

1. Write an email to [sercolplacementcell@gmail.com](mailto:sercolplacementcell@gmail.com) with a scanned copy of your college identity card and a soft copy of your curriculum vitae by 18.07.2023 (Monday), stating your interest for applying for the job stated above and that you are aware about the details of the job opening. Give a declaration in your email that you have scored 80% marks in your 10<sup>th</sup> board examination. Also attach a scanned legible copy of your 10<sup>th</sup> board mark sheet.
2. After the email is received, and through preliminary verification it is found that you are eligible for the job. You will be issued a Google form which, duly filled, has to be submitted by 19.07.2023, Tuesday.
3. After this, Amrit Cement's HR will be contacting you and would take care of the selection/recruitment procedure.