

Customer Relationship and Quality Manager: Job Description

1. The Employee shall assume the position of Client Relationship and Quality Manager.
2. To undertake Lead management and manage the CRM software, along with the client interface.
3. To ensure all client records are maintained and up to date on the software and maintain physical files, as required
4. Training of Attendants and Nurses as guided by the Head of Training
5. Assist in the Management of Attendants and Nurses as guided by the Deployment Manager
6. The Employee may also be appointed in any additional role as agreed between the Company and the Employee.
7. The Employee shall undertake to travel in within India and abroad when required with reasonable prior intimation.
8. The duties of the Employee may be modified and developed at any time, in due consultation with the Employee. However, any fundamental changes to be made to the Employee's duties shall be subject to a specific agreement with the Employee.

Customer Relationship Manager Requirements:

1. A Master's degree in administration or a related field.
2. A minimum of 1-year experience.
3. Excellent interpersonal and communication skills.
4. Proficient in all Microsoft applications.
5. A team player with leadership skills.


Salary

15,000-30,000 per Month.

Job Location

ProTribe Services India Pvt Ltd
SNG Building, D-36, B.No-605 100 Foot Road,
Chattarpur Pahari, New Delhi – 110 074

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