

<https://www.galtech.org/job/client-relationship-executive-female-only>

## Client Relationship Executive (Female Only)

### Description

We are looking for a young intelligent female candidate to join our team as a Client Relationship Executive.

### Job Summary

1. WhatsApp/Email/Phone support with the client and communicate about the project and updates.
2. Coordinating with clients to ensure services are delivered to clients timely and with top quality.
3. Suggesting Value-Added Services to clients.
4. Maintaining client relationships by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
5. Organising meetings with clients & demonstrating and presenting services.
6. Sending job reports to clients every month, performance reports of website, SEO, and other services taken by the client.

### Eligibility Criteria: Required Education, Skills, and Qualifications

1. Excellent English Communication Skills
2. A confident and determined approach
3. Self-motivation and drive
4. Minimum Education: Any Degree
5. Experience: 1 Year (Preferred), but freshers with good English writing and communication skill can also apply

### Education

Bachelor's Degree

### Contacts

Phone: +91 480 2951674 / 6282 845 368

Email: [hr@galtech.org](mailto:hr@galtech.org)

### Date posted

August 8, 2022

### Hiring organization

GALTech Technologies Pvt Ltd

### Job Location

Infopark Thrissur Campus, 680308,  
Thrissur, Kerala, India

### Employment Type

Full-time

### Skills

Written and Verbal Communication  
Skills, MS Office

### Industry

Software Development

### Base Salary

INR 10000 - INR 15000

### Working Hours

09:00 AM – 06:00 PM