

# Job Role: Sales & Support Executive

**Location:** Lucknow, India

**Job Type:** Full Time (Rotational Shift)

**Salary:** Subject to Interview

**Experience:** 0 to 2 Years

## About Logelite Pvt. Ltd.

Logelite is a forward-thinking digital marketing company committed to delivering innovative solutions that drive business growth. We specialize in a wide range of digital marketing services, including SEO, SEM, SMO, SMM, and Website Design and Development. Logelite helps businesses establish a strong online presence and achieve measurable success in the digital landscape.

## Job Description:

We are looking for a dedicated and dynamic Sales and Support Executive to join our team at Logelite. This role involves interacting with potential clients, understanding their needs, and providing top-notch support. As part of the Sales and support team, you will play a key role in maintaining client relationships and ensuring satisfaction while driving sales to meet company targets.

## Responsibilities:

- Handle inbound and outbound calls to assist customers with their inquiries and provide product information.
- Support the sales team in generating leads, scheduling meetings, and closing sales.
- Address customer issues and concerns promptly, ensuring a high level of satisfaction.
- Maintain accurate records of customer interactions in the CRM system.
- Assist in the preparation of quotes, proposals, and sales documentation.
- Provide post-sale support by guiding customers through onboarding and troubleshooting.
- Collaborate with internal teams to resolve client issues and improve services.
- Meet or exceed daily, weekly, and monthly targets for sales and support activities.

## Requirements:

- Strong communication and interpersonal skills.
- A Bachelor's degree (preferred) or any relevant qualification.
- Ability to work effectively in a team environment.
- Good problem-solving abilities and a customer-first attitude.
- Basic understanding of sales processes and customer support.

- Comfortable with technology and CRM software.
- Freshers are welcome to apply.
- Must be open to working in rotational shifts.

**Benefits:**

Paid leaves, professional development opportunities, etc.

**To Apply:**

Please send your Curriculum Vitae (CV) and cover letter to [hr@logelite.com](mailto:hr@logelite.com) or apply directly through our Career Page.

