

Region: West

Position: Sr. Executive – Client Servicing

Location: Santacruz, Mumbai

Total Positions: 01

Job Responsibilities:

1. Tapping and onboarding new members (clients)
2. Resolving member queries
3. Maintaining member-related documents and files
4. Calling members periodically
5. Following with members for important documents
6. Assisting with member-trainings, meetings and presentations
7. Ensuring members' database is updated at all times
8. Assisting the metadata team to resolve metadata related issues
9. Assist in designing PRs and coordinating with PR team to publish.

Qualification: Minimum Graduate

Experience: 3-6 years of Client Servicing / CRM Experience

Other Attributes: Proficient in Microsoft Excel, Word, PowerPoint & Outlook, Effective communication and Customer Service skills, Open to travel, Knowledge of copyrights and music industry would be added advantage

Age Group: 25-30 years

Preferred Industry: Media / Advertising / Hospitality / Retail