

Our Role

- We are well-aware of our role and for this we must always be ready to bring some changes in the work pattern whenever required. With the help of an adequate and appropriate information, it is possible to do so.
- Proper formulation of the administrative responsibilities so that the documentation is handled with transparency.
- Meeting with potential Suppliers at local level as well as from abroad for which strategic planning and implementation of ideas in an effective manner is essential.
- Efficiency in common work related tasks such as filing of official papers, execution of required paperwork, accepting payments on time, billing and timely execution of the plans to render the services to the clients on time.
- Keeping detailed information of the different client accounts, shares and changing market scenario to keep pace with the innovations.
- Timely formulation of policies and procedures with respect to statutory compliance to create a bond of trust between the Buyer & Supplier.

Our Skills

- A clear background and good historic record related to work
- Flexibility to work round the clock wherein at times working on public holidays and Sundays may be required.
- Certification in the field of interest to have good growth
- A pleasant attitude and helpful approach so that the client feels comfortable while dealing with various aspects of the service that he/she wishes to seek from an agent.
- Good physical strength, as many times lots of traveling is required to meet the clients located at distant places.
- Positive outlook towards the work, never-say-die attitude, high motivation and good interpersonal skills are added advantage to maintain a goodwill.

