

Sr. Executive/Assistant Manager-OR

Exp- 2-5 years

Education:

Bachelor Degree- should be any Graduate

Master Degree- Should be any Post graduate

Location- Gurugram

Desired Skills-

- Must have knowledge of interaction with international clients particularly in SMS business.
- Must be familiar with the SMS routing mechanism and also with global aggregators.
- The candidate should be very good in communication skills, both verbal and written.
- Should be well versed with MS office particularly in Excel
- An experience in working on MIS and reporting tool is also required.

Key Responsibilities:

- The candidate will be required to manage international clients and also initiate to increase the sales / generate leads.
- He / She will be interacting with internal teams to resolve client's issue.
- Will be responsible to route client's SMS traffic through alternate international vendor should there be any issue in the route or if there is any price change.
- Monitoring daily credits and currency usage, delivery reports, etc of all international clients.
- Proactive monitoring of delivery rates and prices for all clients and raising the concerns to teams for faster resolution.
- Reconciliation of invoices of vendors as well as clients.