

# Arcrotgis Consult Ltd

<https://arcrotgisconsult.com/job/enquiries-manager/>

## Enquiries Associate

### Description

ARCROTGIS is looking for a motivated and customer service expert with experience in sales. He/She will be responsible for our 'B2C' sales through proactive responses to enquiries and strong nurture campaigns.

### Responsibilities

- Delivery of good customer service to everyone in our pipeline and thus increase sales
- Place calls to potential customers and respond to queries from them
- Send out campaigns and keep our CRM up-to-date
- May conduct required administrative duties as needs arise
- Manage a pipeline of enquiries and customers by creating sales emails, text campaigns and make sales calls
- Ability to increase our sales and conversion targets
- Be sales minded
- Have strong written communications
- Ability to be persuasive using all mediums of communication
- Ability and experience to work independently and work with data
- Experience in building reports using a CRM system

### Qualifications

GCSE/ O' Level/ GNVQ/ Standard grades

### Hiring organization

Arcrotgis Consult Ltd

### Employment Type

Full-time

### Industry

Administrative

### Job Location

Remote work from: USA

### Base Salary

20,000

### Date posted

December 27, 2020