

## **Career Guidance and Placement Cell**

### **Govt College Chittur**

Career Guidance and Placement Cell, Govt College Chittur is pleased to inform you that KG Information Services Private Limited (KGISL) Coimbatore is interested in hiring freshers i.e., graduates of 2020, 2021 & 2022 from our college. This is an urgent requirement and they will recruit candidates immediately after shortlisting. Candidates should bring their resume for interview. Graduates of 2020 and 2021 should carry a valid document showing that they were alumni of Govt. College Chittur.

#### **Selection Process:**

There will be two rounds of interview.

1. Group Discussion
2. Face to face

#### **Venue and Date:**

Date: 11.3.2022

Time: 9.30 am

Venue: M. G. Hall, GCC

Details of KGISL, job summary, salary etc are given in subsequent pages. It may also be noted that the interview and further procedure will be carried out by HR Department of KGISL.



**WE  
ARE  
HIRING**

At KGiSL, we are looking for **Junior Sales Associates** who will represent our company and clients to potential customers. The right candidate should handle inbound and outbound calls in a timely manner and accept ownership for effectively solving customer issues, complaints and inquiries; keeping customer satisfaction in mind.

**WHO CAN APPLY**

- + 10th, 12th, Any Graduate and Any post Graduate
- + Fluency in Malayalam Language
- + Basic computer and telephony skills
- + Ready for 6 Days work per week
- + Flexible with shifts timings [Rotational]
- + Flexible with Weekday weekly-offs'
- + Vaccinated for Covid-19

**KG Information Services Private Limited, 365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641035, Tamil Nadu, India**  
Leen Murali: 8606488120 [leen.v@kgroup.com] | Anitha: 9994976057 [anitha.balan@kgroup.com] | Krishnapriya: 9159582000 [krishnapriya.r@kgroup.com]

[0422-2989896 | 0422-2989897]

*Please call in advance when walk-in to KG CAMPUS as gate pass is mandatory at security desk*

## JOB SUMMARY

At KGISL, we are looking for Junior Sales Associates who will represent our company and clients to potential customers. The right candidate should handle inbound and outbound calls in a timely manner and accept ownership for effectively solving customer issues, complaints and inquiries; keeping customer satisfaction in mind.

**Job Location:** Saravanampatti, Coimbatore

**Company name:** KG Information Systems Private Limited

**Website:** [www.kgisl.com](http://www.kgisl.com)

## JOB RESPONSIBILITIES

- Greets and receives customers in a welcoming manner and Serves customers by helping them choose products along with responding to customers' questions.
- Provides outstanding customer service and Documents sales by creating or updating customer profile records.
- Manage large amounts of inbound and outbound calls in a timely manner.
- Adhere to company policies and procedures.

## REQUIREMENTS

- 10th, 12th, Any Graduate and Any post Graduate [Fresher/ experience candidate can apply]
- Fluency in Malayalam Language
- Basic computer and telephony skills
- Ready to work 6 days per week and should be flexible with shifts timings [Rotational] and weekly-offs'
- Vaccinated for Covid-19

## SALARY & BENIFITS

CTC: ₹ 13587/- [includes ESIC, PF and Health Insurance]

Take Home Salary: ₹ 10391/- [Fixed]

Half Yearly Loyalty Bonus: ₹ 3000 and is paid on completion of every six consecutive months along with salary

- Take home Salary will be ₹ 10391/-
- Eligible for casual leaves with pay
- Training Period Salary will be paid along with 4<sup>th</sup> month salary.
- Employees can do OT & Week-Off Working when required, and will be eligible for double pay per hour which is not included in the above CTC.