



We Are Hiring Transcription

Business Development Executive



RESPONSIBILITIES:

- Lead generation through platforms (Upwork, Fiverr, Freelancer, PPH)
- Bid effectively to generate new business
- Identifying client requirements, proposing appropriate solutions.
- Must be able to coordinate and share information with the suitable person or team of the company to deliver accurate quote.
- Create Business Proposal, quotations, and other relevant documents required by the client. .
- Assuring client satisfaction by meeting and exceeding delivery and service quality norms.
- Achieve monthly sales target

SKILLS & QULIFICATIONS NEEDED:

- Knowledge of bidding portals (Upwork, Fiverr, Freelancer, PPH,etc)
- Getting projects / Making new clients for the company.
- Bringing new projects through bidding, Client communication, Proposal making/writing,
- Excellent communication & interpersonal skills, Flair for business development.
- Sound knowledge of **Transcription**.
- Prior **Transcription** Experience will be preferred.

EXPERIENCE:

- Experience in required field: 2+ year



APPLY AT: hr@crystal-lite.net Mention position in subject line i.e. "**Business Development Executive-
Transcription**"