

**Job Description**

**Job Title:** Relationship Associate  
**Reports To:** Business Manager  
**Exp. Required:** Fresher or relevant experience  
**Job Location:** Mumbai/Pune- Maharashtra  
**Salary:** 2.40-3.60 LPA  
**Job Type:** Permanent

**Duties and Responsibilities:**

- ✚ Candidate should be smart enough to handle customer queries/problems and solving them in time.
- ✚ Proficient in Internet related applications such as Web browsers & E-mail clients
- ✚ To prepare various reports as per the given timelines
- ✚ Managing calendar and travel plans.
- ✚ Responding to the phone calls
- ✚ Able to work independently and efficiently.

**Qualifications:**

**Education Level:** Fresher Graduate/Undergraduate  
**Professional Certification:** N/A  
**Skills:** Excellent Communication, Creative & Analytical Skills  
**Personal Characteristics:** Should have a positive behaviors and attitude.

<b>Approved by:</b>	
<b>Date approved:</b>	

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