



Client Servicing Executive- Jr

Company Profile: White Background Studio

With an experience of over 8 Years, our clients have a keen eye for perfection which has led them to be a partner studio with two of the biggest fashion e-commerce websites in India, Myntra and Jabong. Their E-commerce clientele consists of the likes of Snapdeal, Flipkart, Limeroad, Vista Print, Paytm, Indear.in, Prerto, Pretty Secrets and many more. We now have 3 studios in Mumbai, Bangalore & Delhi.

Company Website: <http://www.whitebgstudio.com/>

Designation: Client Servicing Executive- Jr

Job Location: Mumbai Santacruz (E)

Qualification Required: Any graduate (BMM Background Preferred)

Working Days: 6 days working (Monday - Saturday)

Experience Required: 0- 1 years

Salary Range: 15000-20000/month

Probation: 3months

Job Type: Full time, Permanent/Regular

Job Profile:

- Excellent verbal and written communication skills
- Good team player
- Adhering to the timelines
- Ability to manage a team, coordinate with the client and streamline the requirements
- The ability to manage several assignments at once and meet deadlines under pressure
- Good knowledge of Microsoft Office applications (primarily Microsoft Word, Excel, PowerPoint) and in Google Suite
- Exceptional attention to detail and capable of delivering error-free content
- Superior customer service ethic and interpersonal skills
- Management of handling multiple brands on daily basis
- Managing campaign and end-to-end execution of the same
- Co-ordinating with partners and vendors for daily tasks
- Up to date and completely aware of creative processes and techniques
- Build strong, long-term client relationships