

TTK Services Pvt. Ltd. is a member of the TTK Group of companies. The TTK Group is a business conglomerate with presence in consumer durables, consumer products, pharmaceuticals, ready to eat food, health insurance and other services. It has been a trusted name since 1928, both in India and across the world. The group has been associated with several leading consumer brands including several household names in India such as Prestige Cookware, Woodward's Gripe Water, Skore condoms, Eva personal care products, TTK Cigna (health insurance) etc.

The TTK Group has a keen sense of social responsibility and funds several charitable and social organizations. Some of these are the Rotary-TTK Voluntary Blood Bank, TTK De-addiction centers, TTK Schools for the Underprivileged and the Music Academy.

TTK Services Pvt. Ltd. was formed in 2000 to provide services to the NRI community. It has three divisions: Global Mobility, GetFriday and Retail Services.

A brief about the Job role is mentioned in the attached Job Description.

Please note that the shortlisted students will be undergoing the internship program for 3 months before the actual date of joining. The performance of the students will be evaluated during that tenure and the employment will be confirmed on the basis of the evaluated results. The stipend for the same will be Rs 8000 per month; Night shift allowance (Rs 4000 for EST Shift and Rs 5500 for PST shift) will be paid additionally if deployed in the Night Shift.

Further, we shall also facilitate a free virtual learning program for the shortlisted candidates as a part of our corporate-campus initiatives; this program would provide learning pertaining to basic requirements of the job and enable the candidates to deliver on their job responsibilities upon joining the organization. Students will be expected to be responsive and committed during the training program.

The remuneration post joining as a permanent employee will be as below:

Graduates - CTC starting from 2.5 Lpa to 3.3 Lpa for Permanent Role (Net fixed Salary per month - Rs. 13000 to 18500 excluding incentives, depending on the shift). Additional incentives will be paid on a quarterly basis depending on individual and team performance.

Kindly share the interested candidate list. Please note that in the current circumstances, employees aren't required to come to the office daily; they need support from their home with the help of a functional laptop and a stable internet connection. However, all employees will be required to report to the office whenever the situation returns to normal.

Job Description

Executive

Educational Qualification: Graduation in any discipline

Location: Bangalore

Shift: Day/Night

Summary:

Work as a part of the Internal/External clients' business team or individually. Act as the SPOC (Single Point of Contact) for clients through email, phone or chat. Analyse, Plan, Organize and Work/Delegate the tasks to meet deadline and quality requirements.

Key Responsibilities:

- ❖ Responsible for resource planning and to schedule activities based on priorities and efficient usage of available resources and skillsets.
- ❖ Responsible for delivery of services and to perform the agreed activities within the expected Turnaround Time.
- ❖ Responsible for managing and supervising the activities of the team members.
- ❖ Responsible for forecasting and to provide business insights.
- ❖ Responsible for identifying operational grey areas and come up with appropriate control mechanism. Responsible for business development, relationship management and to enhance the client engagement experience.

Candidate Profile (Mandatory Skills):

- ❖ Computer savvy
- ❖ Very Good Communication skills, with willingness to learn and self-starter
- ❖ Good at activity closure as desired by the business process / clients.
- ❖ Should be able to multitask.
- ❖ Should be able to work on Excel and create reports
- ❖ Should possess good interpersonal skills and excel at people management.
- ❖ Should be a good team player and can work efficiently with minimum supervision