

ALLIANCE HUMAN RESOURCES PTE LTD (Lic: 08C5766)

24 PECK SEAH STREET NEHSONS BUILDING #02-06 SINGAPORE 079314

MAIN-LINE: 6222 1090 FAX: 6222 1892 E-MAIL: contactus@ahr.com.sg

Requirement Checklist

Recruitment Needs 招聘需求	
Quantity 人数: 2	Age Requirement 年龄要求: Not required
Gender 性别: Male 男 / Female 女	Nationality 国籍: Taiwanese
Marital Status 婚姻状况: Single 单身 / Married 已婚	Education Level 教育程度: Diploma above 大专以上
<p>Terms and conditions:</p> <ul style="list-style-type: none"> ▪ Can speak fluent English and Chinese 能说一口流利的英语和华语 ▪ Relevant working experience in call center 有在电话中心工作经验 ▪ Candidate is required to pass all examinations M5, M9 and HI within 3 months from the start date. Failure to obtain the mentioned certificates within stipulated time will result in immediate removal from the position 在3个月内,需通过M5, M9和HI考试。未能在规定时间内取得上述证书,人员将必须离职 ▪ The first exam retake attempt of the candidate will be sponsored by the hiring company. If subsequent retakes are required, the fee will be solely borne by the candidate. 第一次的考试费用将由雇主承担,但是,如果人员需要重考,该费用将由人员承担。 ▪ Should the candidate successfully passed all examinations and decided to leave the hiring company within 1 year from the start date, the candidate is entitled to bond fee payment of SGD\$12,000.00. 该人员在成功地通过了所有的考试,但是在1年内离开公司,该人员必须支付12,000新元的赔偿金。 ▪ During the mentioned period of 3 months, the candidate is eligible for monthly basic salary of SGD\$2,200. 在3个月的考试期间,人员也能得到每月新币2,200的基本工资。 ▪ Energetic, positive and self motivating 精力充沛的,积极的自我激励 ▪ Training will be provided 将提供培训 ▪ Ability to multi-task and work under pressure and tight deadlines 有能力从事多项任务和能在压力和紧迫的时间下工作 ▪ Marketing and Presentation skills 营销技巧 ▪ Communication & Negotiation skills 沟通和谈判技巧 ▪ Knowledge of MS Office application software 熟悉办公应用软件 	

Job Details 工作详情 : Aviva Ltd 保險公司	
Position 职位: Sales Executive (Telesales)	Work Pass 准证类型: S Pass
Salary Package 薪水: \$2200 with attractive commission (\$1,000 - \$2,000)	Working Days & Hours 工作天数时间: Monday to Friday, 8.30am – 6.00 pm
Off Day 休假日: Off on weekend	Overtime Pay 加班: No OT available
Employment Type 雇用类型: Contract 合约	Contract Duration 合約期限: 1 year, renewable
Annual Leave 年假: 18 days	Medical Leave 病假: 14 days

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<p>Accommodation provided/allowance 住宿提供/津贴: No 无</p>	<p>Food provided /allowance 用餐提供 / 津贴: No 无</p>
<p>Air ticket provided upon completion of contract 机票提供 (完成合約后) No 无</p>	<p>Medical fee claim entitlement 医药费报销: Yes</p>
<p>Job Responsibilities 工作范围:</p> <ul style="list-style-type: none"> • Perform outbound calls as a marketing tool to carry out a variety of sales and marketing activities, including cold calls, cross selling and up selling to new and existing customers 开展各种营销活动的营销工具, 包括电话, 交叉销售和向上销售的新的和现有的客户 • Attend to telephone queries from customers and direct such calls to an appropriate Company or Bank personnel where necessary 回答客户的疑问和在必要的时候电话查询到一个合适的公司或银行人员 • Perform any after-call functions to complete the cycle of call 在接听电话后, 执行和完成任务 • Achieve pre-set Key Performance Indicators for the individual and assist in the achievement of the overall sales target as set by the Company and/or the Bank 达到公司或银行预先设定的个人绩效指标和协助整体达到销售业绩 • Provide feedback and suggestions on programmes handled to improved and/or enhance existing and future telemarketing programmes 对于现有和将来的营销计划提供处理的改进、反馈和建议 • Ensure each call handled meets the service standards of the Company and the Bank 确保每个客户电话的处理方式符合公司和银行的服务标准 • Create and/or maintaining proper client, call and sales records and customer databased as required by the Company and/or Bank 根据公司或银行的要求, 创建和/或保持适当的客户, 电话销售记录和客户数据 • Ensure confidentiality of data in the manner and to the extend required by the Company and/or the Bank 根据公司或银行的要求方式, 保密和程度的数据 • Perform duties/tasks ancillary to the selling activities cited above, including mailing, typing, faxing and dispatching from time to time 履行职责/任务相关的销售活动, 包括上面提到的, 邮寄, 打字, 传真和调度时间 • Complete daily and weekly reports to measure individual and department effectiveness and provide figures showing weekly productivity of individual and department 完成每日和每周的报告来衡量个人和部门的实效性和提供个人和部门每周生产力数据显示 • Undertake any other duties as may be assigned by the Company and/or Bank 承担任何其他分配的工作由公司或银行 	