



ORBIT MOTORS PVT. LTD.

(Authorised Maruti Suzuki Dealer)

Sales : Dua Complex, Panposh Road, Rourkela-769004

Phone Sales - 0661-2400577, 2401588, 9437961477

E-mail: customercare@orbitmotors.co.in

MARUTI  SUZUKI

Way of Life!

EMPLOYMENT NOTICE

Walk-in Interview for selection of the following Full Time Posts at our organisation is scheduled to be held on 23rd April 2018 (Monday) from 10:30am to 12:00 Noon at Company's HR Department.

Job Profile	Job Responsibilities	Qualification	Desirable
SMRE (FEMALE CANDIDATES ONLY)	Advises present or prospective customers by answering incoming calls; operating telephone equipment, daily reporting to Sales Manager, Customer Grievance Handling, managing the Front Office Team.	Graduate / Post Graduate in any stream.	<ul style="list-style-type: none"> • Candidate should possess Good Communication and Soft Skills. • Candidate must have linguistic skill: Should know ENGLISH, HINDI & ODIA and knowledge of any other regional language would be added advantage. • Computer Proficiency is must.
Sales Executive (MALE CANDIDATES ONLY)	Sales Executives are the front face and key point of contact (KPOC) between the Car Dealer and its customers. Their basic responsibilities as the KPOC are answering queries, offering advice and introducing new products. Their work includes organizing sales visits, demonstrating and presenting products further establishing new market	Diploma in Engineering / Graduate / Post Graduate in any Stream.	<ul style="list-style-type: none"> • Candidate should possess Good Communication / Soft Skills and sound technical knowledge. • After initial screening procedure, the candidate has Clear RTR On-Line Test by MSIL.
Technician / Trainee Technician (MALE CANDIDATES ONLY)	Troubleshooting of customer's vehicle as per the job card issued to him.	Minimum ITI in MMV / DM or Diploma in Mechanical Engineering / Automobile Engineering	
Service Advisor (MALE CANDIDATES ONLY)	Understanding Customer's trouble specifications, documentation, issue of job cards, customer's grievance handling.	Diploma or B.Tech. in Mechanical Engineering / Automobile Engineering	

NOTE:

- ✓ Basic desirable criteria: the aspiring candidate should be professional and prominently aggressive to work in Automobile Sector.
- ✓ Aspiring Candidates need to register on or before 22nd April 2018 (Sunday) via email: hr@orbitmotors.co.in for being eligible to appear before the interview panel.
- ✓ Candidates are requested to bring at least one passport size photograph and a set photocopy of testimonials including the academic and professional certificates.
- ✓ No TA/DA is permissible to attend the Walk-in Interview.

Authorised Signatory
HR MANAGER

GSTIN : 21AAACO5257A1Z3
TR : OR 14 TCF 0011
PAN : AAACO5257A

Services & Spares :
Vedvyas, Rourkela -769 041, Tel. No. - (0661)- 6655555
Regd. Office : 258, Lake Town Block-B Flat-SJ2, Kolkata-700089
CIN : U51909WB1996PTC080342