POSist Technologies Pvt. Ltd

Recruitment Opportunity – 2016 Batch

(Only for Unplaced Students)

Website : www.posist.com
Position : Technical Support
Eligibility Criteria : B.Tech (ALL), BCA, MCA
Location : Delhi
Salary Package : 3-3.6 LPA

Job Description :

- Deliver service and support to clients using phone, via remote connection or over the email.
- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services.
- Gather customer’s information and determine the issue by evaluating and analyzing.
- Diagnose and resolve technical hardware and software issues involving internet connectivity, email clients etc.
- Follow standard processes and procedures.
- Identify and escalate priority issues per Client specifications.
- Follow up and make scheduled call backs to customers where necessary.
- Stay current with system information, changes and updates.

Desired Skills :

- Knowledge of computer hardware and software office.
- Should have excellent communication skills (English, Hindi).
- Diploma in Hardware & Software (NIIT, APTECH or JETKING) is a plus.
- MCSE/MCSD (Micro Soft Certified) is an advantage

Required Skills

- Proper phone Etiquette.
- Ability to speak and write clearly and accurately.
- Demonstrated proficiency in typing and grammar.
- Knowledge of relevant software computer applications and equipment.
- Effective listening skills.
● Multi-tasking capabilities.
● Ability & desire to work in a fast paced, fun & demanding environment.
● Excellent time management skills

**How to Apply?**

- **If you are eligible & interested for the above mentioned job profile, Kindly Apply on Link below** latest by 1st April 2016 by 4:00 pm.

  [https://docs.google.com/forms/d/1KQrxTPQ95jobwphc5Dhis9Vmh0_wByulpqtgJcsQ0oc/viewform?c=0&w=1&usp=mail_form_link](https://docs.google.com/forms/d/1KQrxTPQ95jobwphc5Dhis9Vmh0_wByulpqtgJcsQ0oc/viewform?c=0&w=1&usp=mail_form_link)

**Dress Code** : Only Business Formals

**Documents Require (Mandatory)**

1. Clipboard for Writing Exam – (Must Bring)
2. Campus ID Card (Mandatory)
3. College ID Card (Original + Photocopy)
4. Passport Size Color Photos - (5 Nos.)
5. Photocopies of all Mark sheets (X, XII, B.Tech All Semesters)
6. Updated Resume - (5 Nos.)
7. A4 sheets for rough work – (Min 10 Rough Sheets)

My Best Wishes

**Prof. (Dr.) Ajay Rana**

**Director - ATPC**