



**Placement Notice**

***Campus Interviews - Justdial Ltd.***

All the **FY, SY, TY Degree and SFC students** are hereby informed that “**Justdial Ltd.**”, one of the leading internet technology companies is coming up with an opportunity for **Campus Interviews** for the position of “**Information Retrieval Officers**” (IRO).

**Key Responsibilities**

- Responsible for attending calls and providing information as requested by the caller
- Ensure appropriate information is provided while handling a call
- Maintaining Quality Standards with strict adherence of set norms & policies
- Ensure set business ethics & policies are strictly adhered
- Call policies to be essentially followed which are subjected to change as per the business requirements.
- No sales target

**Skills and Work Experience required**

- Fresher or Experienced.
- Excellent Communication Skills with fluency in English and Regional Language Written English is a must with good command on spellings.
- Pleasant voice with Pleasing Telephonic Etiquettes
- Working knowledge of computers, Ability to comprehend and follow instructions and direction.
- Adept at typing.
- Confident & Assertive Approach
- Positive Attitude and Resilience
- Customer Centric Approach to go extra mile to keep up the User Experience
- Flexible with rotational shift and weekly off

Selected Candidates would undergo training both at classroom and floor about the various products/processes of the company.

**Packages**

- Full Timer – **16,287/-**
- Part Timer – **11,490/-**

**Job Location:** Mumbai

**Last date of registration:** 22nd September, 2022

**Tentative date of interview:** 28th September, 2022

**For more details please click on the following link:**

<https://drive.google.com/drive/folders/1QuROx-3U5BFDUa3A0MZJDWIKESrDpXgX?usp=sharing>

**For registration click on the following form link:**

<https://forms.gle/6RsoenPxfV3QNv767>

**WhatsApp Group Link:** <https://chat.whatsapp.com/JnjSIRTJysjBtFh0INzqVd>

*SNaitka*

Prof.Subhashini Naikar  
(Placement In- charge)

*Kiran Mane*

Dr. Kiran Mane  
(I/C Principal)