



A+NAAC

**CENTRE *for* CAREER  
PLANNING *and* COUNSELLING**  
University of Kashmir

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**A JOB OPPORTUNITY**

**Exciting Online Assistant Opportunity with  
KREDENCE GLOBAL (Work-from-Home)**

The Centre for Career Planning and Counselling, the University of Kashmir is pleased to announce job opportunities at **Kredence Global**, a premier Australia-based company.

**JOB DESCRIPTION**

**Position:** Sales & Marketing Support (full-time)

**Number of Positions:** Multiple

**Location:** Work from Home

**Start Time:** 4:30 am Indian Standard Time

**Shift Duration:** 8.5 hours (including 1-hour break)

**Salary:** ₹35,000-₹40,000 per month

### **Eligibility/Requirements**

- Proper workspace with high-speed internet access.
- Education: Minimum of a bachelor's degree in any field from an accredited institution.
- Previous experience in sales, marketing, or customer service roles preferred.
- Strong organizational skills and attention to detail.
- Creativity and proficiency in social media management.

### **Job Roles & Responsibilities**

#### **1. Sales and Marketing Responsibilities:**

- Develop and execute sales and marketing campaigns based on current costs and services.

- Conduct cold calling to generate leads, aiming to convert them into warm leads for our sales team.
- Assist in creating a strong social media presence by managing postings, stories, and other marketing efforts.
- Experience with Adobe portfolio is preferred.

## **2. Administrative Responsibilities:**

- Handle customer service emails and phone calls, ensuring timely and professional responses.
- Manage calendars by booking appointments, confirming schedules, and following up as needed.
- Handle bookkeeping tasks and generate invoices as required.

### **3. Communication and Customer Experience:**

- Demonstrate excellent communication skills, both written and verbal, to enhance customer experience.
- Strive to provide exceptional customer service and address any inquiries or concerns promptly and efficiently.

**How to Apply: Interested candidates meeting the above requirements can fill out the application form by clicking the following link: <https://forms.gle/bqYs9ZaN16A7hzbr5>**

Sd.

Director

Prof Nazir Ahmad Dar



**CENTRE FOR CAREER PLANNING  
AND COUNSELLING**  
**UNIVERSITY OF KASHMIR**  
(NAAC ACCREDITED GRADE A+)

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# Job Opening Announcement!

POSITION

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Scan



**APPLY  
NOW**

Interested candidates  
can apply here.

For Further Details Visit our website <https://ccpc.uok.edu.in>, or call us at **9796182264**