

About Sahayak Associates

Sahayak Associates is a Wealth Management firm that offers a complete range of solutions to help build, manage and preserve wealth for its clients by executing strategies that maximizes growth and optimizes risk.

At Sahayak, we are determined to offer a seamless customer experience that maintains the highest standards of confidentiality and keeps the interest and financial goals of our customer in mind.

Sahayak Associates comprises a team of experienced Finance Professionals and is one of the fastest growing Wealth Management firm in the region handling more than 500 clients at present.

Job Title: Backoffice Operations Executive

Job Responsibilities

- Provide direct assistance to customer relations' representative and top management.
- Customer Query and complaint handling.
- Implementation of Client Financial Plans and rebalancing strategies.
- Client communication both written and verbal as needed.
- Maintaining records and preparing documentation.
- General office administration tasks, and more.

Job Requirements

- Minimum College degree within a business field preferred
- Certification courses in the related field
- Works well with other employees and is a team player with a positive attitude
- Must possess admirable customer service skills
- Proficiency to multi-task, follow-through and follow-up
- Professional phone etiquette
- Possess an upbeat, positive and enthusiastic attitude
- Data Entry and Computer Skills
- Expertise in Microsoft Office products especially Microsoft Excel
- Have access to a laptop, personal conveyance and smartphone for work purposes

For more information, please call/email us at:

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Mr. Sahayak