



Department of Placements and Training

CIRCULAR

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We are happy to share that the 2018 batch students registered with cocubes are eligible to participate in “**Justdial**” drive for “**Information Retrieval Officer**” position.

Company Profile:

Justdial's Mission To provide fast, free, reliable and comprehensive information to our users and connect buyers to sellers. Corporate Information

- The company started offering local search services in 1996 under the Justdial brand and is now the leading local search engine in India.
- The official website www.justdial.com was launched in 2007.
- Justdial's search service is available to users across multiple platforms, such as the internet, mobile Internet, over the telephone (voice) and text (SMS).

For details visit: www.justdial.com

Linkedin Profile: <https://www.linkedin.com/company/299143?>

Job Details

Roles And Responsibilities:

- Excellent communications skills (Written and verbal) ,ability to communicate correctly and clearly with all customers.
- Fluency in English, Telugu and Hindi.
- Responsible for attending calls and providing information as requested by the caller, using a very user friendly software.
- Ensure that appropriate information is provided while taking a call.
- Ensure that the duration of the call is within the standardized Average Time Taken (ATT).
- Adhering to the quality norms
- Work successfully in a team environment as well as independently, ability to successfully adapt to changes in their environment
- Computer knowledge/ Skills, Ability to use a desktop computer system.
- Qualified candidates will be comfortable in a multi-tasking, high-energy environment. They will be creative and analytical problem solvers with a passion for excellent customer service.

Joining Locations : Hyderabad and Across Andhra/Telangana

(Adilabad/Amalapuram/Anantapur/Bhimavaram/Chilakaluripet/Chittoor/Khammam/Kurnool/Markapur/Nalgonda/NANDIGAMA/Narasaraopet/Nellore/Nizamabad/Ongole/Proddatur/Hindupur)

Salary :

- 1.8 LPA + Insurance Coverage(Personal accidental insurance +Medical Insurance) and other benefits

Note : Salary would be reviewed after 6 months based on your performance

Interview Location: Just Dial No: 7-1-23 First Floor block A, Roxana Building (Above Meena Bazar), Greenlands,Begumpet,Hyderabad,

Joining Period: Immediate

Bond: None

Note: Candidates graduated from Karnataka/TN/Telangana/AP/Puducherry are eligible to apply.

Selection Process

- Online Application through CoCubes.
- All applied candidates can directly visit company office for further rounds
- Further Rounds: 1)HR Interview 2) Face to Face round with Manager

Selection Criteria

Throughout percentage : 40 - 100

College percentage : 40 - 100

Batch : 2018

Degree : Bachelor of Engineering

Branch: Accounting, Aeronautical, Agricultural, Architecture, Automobile, Bio Chemical, Bio Technology, Biology, BioMedical, Chemical, Chemistry, Civil, Computer Science, Construction, Electrical, Electronics, Electronics & Electrical, Environmental, Industrial, Information Technology, Instrumentation, Manufacturing, Maths, Mechanical, Metallurgy, Mining, Paint, Pharmacy, Physics, Polymer, Power, Production, Science, Telecommunication, Textile, Other

Bond Period : No Bond

Communication Skills : Prefer good communication skill

Event Date: 11 Jun, 2018 10:00 AM

Last Date to Apply: 07 Jun, 2018 10:00 AM