



Job Description: Inside Sales Executive

Company: Hitch Zone

Department: Sales

Salary Package: upto ₹3 LPA CTC (including EPF & Health Insurance)

Preferred Qualification: MBA (Marketing)

Location: Bhubaneswar

Key Responsibilities

1. Lead Generation & Cold Calling

- Make a minimum of 80 cold calls per day to potential agents assigned by the team lead/manager
- Maintain at least 60 seconds of talk time per valid call
- Confidently communicate product offerings (e.g., Fastag) to prospects
- Convert a minimum of 2 potential agents per day
- Consistently follow up with warm leads for final conversion
- Adhere to monitored calling quality standards

2. New Agent Onboarding

- Address agent queries and promote benefits of becoming a partner
- Collect and verify onboarding documents: PAN, Aadhaar, Email, Phone, Bank Collect Photograph
- Ensure a minimum-security deposit of ₹750/- via UPI before completing via UPI before completing onboarding
- Incomplete payment is considered an invalid onboarding

3. Agent Relationship Management

- Conduct daily follow-ups with on boarded agents for engagement and tag ups with on boarded agents for engagement and tag activation
- Assist with any service or payment-related issues
- Submit three daily follow-up status reports to TL/Manager.
- Record accurate remarks and timings for all calls in the designated sheet
- Ensure agents maintain a positive balance—executive is accountable for executive is accountable for unresolved defaults

4. Count Targets & Reporting

- Achieve daily, weekly, and monthly conversion and activity targets
- Maintain and update Excel reports for:
 - Call Logs
 - Lead status
 - Conversions
 - Feedback/issues
- Maintain an average of 20 active POS agents per day
- Share performance reports regularly with TL/Manager



5. Compliance & Quality

- Adhere to company KYC, documentation, and compliance guidelines
- Maintain professionalism in all verbal and written communication
- Ensure data privacy and avoid any false commitments or misrepresentation

Candidate Requirements

- MBA preferred (Marketing specialization)
- Excellent oral communication and interpersonal skills
- Ability to work in a high-volume, target-driven environment
- Good knowledge of MS Excel, Word, and PowerPoint
- Must own a personal laptop for daily operations
- Highly dynamic, self-motivated, and disciplined