

RU/CRC/JO/2025/046

Dated: 02th July 2025

BTW Group of Companies (Associate Consultant/Client Consultation)

About Company:

BTW Group of Companies, is a Business group with the diversified portfolio of Travel and Tourism, Food and nutrition, Tourism and Hospitality Education , Legal and Apostille services along with an e-commerce portal , as well as a business lead generation company. Our Group is the synonymous with unparalleled product quality, unrivaled expertise and incomparable customer satisfaction. We ensure a constant effort to pass on the benefit of the best costing & quality to our Customers.

The Group's head office is based in Pune - Maharashtra, committed to be a very dominant and respected player in its field creating value additions and cost effective solutions to its suppliers and clients.

Position: Associate Consultant (Client Consultation)

Category: Full time job

Requirement: MBA students

Location: Pune

Salary - 15K - 18K Monthly

Job Responsibilities:

Roles & Responsibilities:

- Communicate effectively with clients via phone, email, and other channels to understand their service needs.
- Provide expert consultation on attestation, apostille, and translation services, including process guidance and documentation requirements.
- Offer step-by-step support to clients throughout the service lifecycle, ensuring clarity and transparency.
- Proactively follow up with inquiries and work towards converting leads into confirmed business.
- Coordinate logistics for the pickup and handling of client documents, ensuring timely and secure transfers.
- Deliver regular updates to clients regarding the status of their requests, maintaining trust and satisfaction.
- Ensure service delivery meets the company's quality standards, with consistency and accuracy.
- Address client feedback and queries promptly, ensuring effective resolution and continuous improvement.
- Collaborate closely with internal departments (operations, logistics, customer service, etc.) to ensure seamless end-to-end service execution

Required skills:

- Good communication skills
- Must be good in Ms Office
- Must be a good team player

Interested Candidates are advised to drop their resume in pdf format in following drive latest by 4th July, 2025.

CORPORATE RESOURCE CELL

https://drive.google.com/drive/u/1/folders/1PC8LQMmwNKS05wYtObYu2fTIN_sPns9J

Copy to:

1. Departmental Coordinator
2. IQAC
3. For Circulation, 4. Master File

For queries or further information: mail: crc@raiuniversity.edu Call +91 96876 76186