

ASCO SWITCHGEARS PVT LTD

STAFF REQUIREMENT & JOB DESCRIPTIONS

Location: Kapurthala, Punjab

Open positions: Billing Executive (1) | Calling Executive (1)

Employment: Full-time | Male and female candidates may apply | Freshers may also apply

Dear Staffing Partner,

ASCO Switchgears Pvt Ltd is looking to hire suitable candidates for the positions listed below. Please share relevant profiles and help us identify candidates with a positive attitude, good communication skills, and a willingness to learn. We welcome both experienced candidates and freshers who meet the role requirements.

1. Billing Executive

Role purpose	Support day-to-day billing, invoice preparation, documentation, and record maintenance.
Key responsibilities	Prepare sales invoices, billing documents, and related paperwork; maintain accurate records; coordinate with accounts and internal teams; verify basic transaction details; organise invoices and supporting documents; assist with routine data entry and reports.
Preferred skills	Basic computer knowledge; familiarity with MS Excel and Word; accuracy with numbers and documents; organised working style; ability to coordinate with colleagues.
Experience	Freshers may apply. Previous billing, invoicing, or office-admin experience is an advantage.
Candidate profile	Responsible, detail-oriented, punctual, and willing to learn company processes.

2. Calling Executive

Role purpose	Handle routine phone calls, customer follow-ups, and coordination in a polite and professional manner.
Key responsibilities	Make and receive business-related calls; follow up with customers or business contacts; share basic information as authorised; coordinate with internal teams; maintain call and follow-up records; update information in company records or systems.
Preferred skills	Clear communication; polite telephone manner; basic computer and data-entry skills; confidence speaking with people; ability to maintain accurate follow-up records.
Experience	Freshers may apply. Prior tele-calling, customer service, or coordination experience is an advantage.
Candidate profile	Friendly, patient, professional, organised, and comfortable speaking on the phone.

What We Offer

- Good and competitive salary, based on skills and experience.
- Healthy, respectful, and supportive work environment.

- Opportunity to learn, develop skills, and grow with the company.
- Training and guidance for role-related responsibilities.
- Additional company perks and benefits, as applicable to the role.

Candidate Details Requested

For each candidate, please share the latest CV/resume, full name, contact number, current location, education, relevant experience (if any), expected salary, notice period/availability, and the position applied for.

TO APPLY / COORDINATE: 9592260300
ASCO Switchgears Pvt Ltd | Kapurthala, Punjab

Kindly share suitable profiles at your earliest convenience. Please confirm the candidate's interest and availability before forwarding the profile. Salary and final terms will be discussed with shortlisted candidates.

Regards,

HR / Recruitment Team

ASCO Switchgears Pvt Ltd