



**MARRI LAXMAN REDDY  
INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

(AN AUTONOMOUS INSTITUTION)  
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

Department of Training & Placement Cell

18.11.2022

Dear All, We are very happy to inform you that Kun United Hyundai is conducting On-Campus Drive for B.Tech (Mechanical/EEE/ECE) - 2023 Batch on 22nd November 2022, at Marri Laxman Reddy Institute of Technology & Management.

Visiting Company	Kun United Hyundai
Recruitment Type	On - Campus Drive
Date & Time	22nd November, 2022 at 9:30 A.M
Job Positions Available, Eligibility Criteria & Salary	<ol style="list-style-type: none"><li>1. Service Advisor - B.Tech (Mechanical/EEE/ECE) - 15000+ allowances</li><li>2. Customer Care Executive - B.Tech - 13000+ allowances</li><li>3. Front Office Executive - B.Tech - 13000+ allowances</li><li>4. Sales Consultant - B.Tech - 15000+ allowances</li></ol>
Eligibility Criteria	<p><b>Automotive Service Advisor Job Duties</b></p> <p>The job duties of an Auto Service Advisor may include: Greeting customers and scheduling service appointments Cataloguing customers concerns and comments Writing service orders and descriptions of problems and repairs Translating customers' repair problems into standard repair terminology Explaining repairs to customers Test-driving vehicles to confirm service repairs Estimating the cost and time needed for repairs Handling customer complaints</p> <p><b>Sales Executive Job Description</b></p> <p>Understands automobiles by studying characteristics, capabilities, and features; comparing and contrasting competitive models; inspecting automobiles. Develops buyers by maintaining rapport with previous customers; suggesting trade-ins; meeting prospects at community activities; greeting drop-ins; responding to inquiries; recommending sales campaigns and promotions. Qualifies buyers by understanding buyer's requirements and interests; matching requirements and interests to various models; building rapport. Demonstrates automobiles by explaining characteristics, capabilities, and features; taking drives; explaining warranties and services. Closes sales by overcoming objections; asking for sales; negotiating price; completing sales or purchase contracts; explaining provisions; explaining and offering warranties, services, and financing; collects payment; delivers automobile. Provides sales management information by completing reports. Enhances dealership reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.</p> <p><b>Customer Service Representative Job Duties:</b></p> <p>Attracts potential customers by answering product and service questions; suggesting information about other products and services. Opens customer accounts by recording account information. Maintains customer records by updating account information. Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution. Serves customers by providing product and service information; resolving product and service problems.</p>

*[Handwritten Signature]*

	<p><b>Front Office Executive Job Description:</b></p> <p>Receiving and relaying telephone messages. Greeting &amp; directing visitors as appropriate          Looking after the cleanliness &amp; upkeep of the reception &amp; conference rooms.          Sorting and distributing incoming post and organizing and sending outgoing post          Providing support for Billing and Invoicing          Ensure proper inventory of all consumables and staff requirements i.e. Pantry, Caf, etc. Maintaining the general filing system and filing all correspondence.          Performing other administrative work like supervision on Housekeeping and other administration purchases viz. office stationery items, eatables, flowers or bouquets etc. Intrepid Daily Log / checking tickets / closing and submitting daily report</p>
<b>Selection Process</b>	<ul style="list-style-type: none"> <li>• Round 1: JAM Session</li> <li>• Round 2: HR Interview</li> </ul>
<b>Venue</b>	Auditorium, 4th floor, MG Block
<b>Documents to carry</b>	<ul style="list-style-type: none"> <li>• College Id Card</li> <li>• Updated Resume</li> </ul>
<b>About Kun United Hyundai</b>	<a href="http://www.kununited.com">www.kununited.com</a>

  
**PRINCIPAL**

Copy submitted to: Secretary Sir

Copy to: All HODs for N.A

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