



## **Job Description**

*Exciting Opportunity to work on the GST Compliance Software Solutions and serve Millions of Users to make their Life Better in their GST related Tax Filing requirements and issues and help to contribute in building a better Nation.*

**Job Role –** Tax Filing Software Support  
**Job Title -** GST Software Support Expert

**Experience –** 0 – 3 Years  
CA Dropouts/CA Interns/ GST Certified preferred

### **Education Requirement –**

- **Graduate-** Any Graduate
- **Post Graduation-** Any Post Graduate/Post Graduation Optional
- **Prof. Qualificaiton –** CA Drop Out / CA Intern
- **Certification Course –** Taxation Course(Optional).

**Location –** Jaipur

### **Specific skills-**

- Knowledge of GST is a Must
- Knowledge of Basic Computer
- Good Verbal communication skills
- Good listening and problem solving skills
- Ability to take and handle stress and pressure
- Good interpersonal skills Maintaining a positive, empathetic and professional attitude toward customers at all times.

### **Job Summary:**

This is an exciting role of GST Software Support Expert where in you get to work in the Support Function on the GST Compliances in India. You not only contribute by support in GST Tax filing but also help our Millions of users in smooth Tax Filing.

Under this role, **GST Software Support Expert** is responsible for providing taxation and filing support to customers by providing helpful information, answering product and service based questions

### **Job Responsibilities:**

- To help and assist KDK Customers with their queries related to GST and E-way Bill.



- To give GST Software Demonstration to the customers on requirement.
- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- To take extra miles to support and give satisfactory response to the Customer queries.
- To ensure that the customer issues are resolved over the phone.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Ensure customer satisfaction and provide professional customer support