

WORK VAPOR

Job Link: <https://workvapor.in/jobs/chat-and-email-support-executive-2/>

HIRING ORGANIZATION

Outpace Consulting Services

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Noida, India

DATE POSTED

? March 20, 2026

CHAT AND EMAIL SUPPORT EXECUTIVE

DESCRIPTION

Company: US ITES Company (via Outpace Consulting Services)

Location: Gurgaon / Noida / New Delhi, India

Job Type: Full-Time

Salary: ?20,000 per month (Approx)

Experience: Fresher / 0–1 Year

Working Days: 5 Days a Week

Shift: 24x7 Rotational

Openings: 24

Work Responsibilities & Daily Tasks

- Respond to customer queries via chat and email
- Provide accurate information about products and services
- Resolve customer issues and complaints
- Maintain professional and polite communication
- Record customer interactions and update systems
- Ensure customer satisfaction and timely responses

Eligibility & Requirements

- Graduate or Undergraduate can apply
- Freshers are welcome
- No exams in the next 6 months
- Good English communication skills (written)
- Basic computer knowledge

Benefits & Work Support

- Salary around ?20K
- 5 days working
- Both side cab facility
- Opportunity to work in international process
- Friendly and growth-oriented environment

Walk-in Interview Details

Location: Outpace Consulting, C-29, Sector 2, Noida

Nearest Metro: Noida Sector 15 (Exit Gate 3)

Landmark: Near Hotel Nirulas

Time: 11:00 AM – 3:00 PM

How to Apply

Call: +91 8299619074 / +91 7989280521 / +91 7898822545

WhatsApp CV: +91 9151555419

You can send your resume to the given number or visit for walk-in interview.