

WORK VAPOR

Job Link: <https://workvapor.in/jobs/chat-support-executive-non-voice/>

CHAT SUPPORT EXECUTIVE – NON-VOICE

BASE SALARY

INR 21000 - INR 25000

DESCRIPTION

Job Role: Chat Support Executive – Non-Voice Process

Company: Top Most MNC in Gurugram

Posted By: Smart Steps HR Services

Job Type: Full Time | Permanent

Work Location: Gurugram

Experience: 0–1 Year

Salary: ₹21,000 in hand per month

Process: 100% Non-Voice Chat

Working Days: 5 Days a Week

Shift: Night Shift

Openings: 100

Education: Graduate / Undergraduate / BE / B.Tech

Freshers: Eligible

HR Contacts:

Vipul: +91 8447541241

Tushar: +91 7838103329

Vanshika: +91 7757075170

The company is hiring **Chat Support Executives** for a non-voice customer service process in Gurugram. The role focuses on handling customer queries related to online orders through chat.

Freshers can apply for this position. Good communication skills and basic computer knowledge are useful for this role.

Key Responsibilities

- Handle customer queries through chat.

- Resolve issues related to online orders.
- Provide accurate information to customers.
- Follow the assigned customer support process.
- Maintain professional written communication.
- Meet daily performance requirements.

Eligibility

- Freshers can apply.
- Graduates can apply.
- Undergraduates can apply.
- BE and B.Tech freshers can apply.
- Good communication skills are preferred.
- Basic computer knowledge is helpful.
- Comfortable with night shifts.

Job Details

- **100% Non-Voice Process**
- Premium customer support process.
- 5 working days.
- Night shifts.
- **₹21,000 in-hand salary.**
- Incentives available.
- Cab facility available.
- Career growth opportunities.

Skills

- Chat Support
- Customer Service
- Customer Care
- Non-Voice Process
- Email Support
- Query Resolution
- Back Office Support
- Written Communication
- BPO

How to Apply

Interested candidates can call or send their updated resume on WhatsApp:

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Tushar: +91 7838103329

Vanshika: +91 7757075170

Mention **Chat Support Executive** while applying.

HIRING ORGANIZATION

Top Most MNC in Gurgaon

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 30, 2026

JOB LOCATION

122001, Gurugram, Haryana, India