

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-care-executive-call-support/>

HIRING ORGANIZATION

FastInfo Legal Services Pvt Ltd

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 4, 2026

JOB LOCATION

Calcutta

CUSTOMER CARE EXECUTIVE – CALL SUPPORT

BASE SALARY

INR 12000 - INR 17000

DESCRIPTION

Job Role: Customer Care Executive

Company: FastInfo Legal Services Pvt Ltd

Location: Calcutta

Job Type: Full-Time | Work From Office

Salary: ?12,000 – ?17,000 per month

Shift: Rotational

Shift Timings: 9:00 AM – 6:00 PM / 12:00 PM – 9:00 PM

Working Days: 6 Days a Week

Weekly Off: 1 Rotational Week Off

Contact: 8100623249

Email: antara.das@fastinfogroup.com

FastInfo Legal Services Pvt Ltd is hiring **Customer Care Executives** in Calcutta. The role involves handling customer queries and providing accurate information to customers.

Candidates should have good communication skills in **English and Hindi**. Basic computer knowledge is also required.

Key Responsibilities

- Handle inbound and outbound customer calls.
- Resolve customer queries in a timely and professional manner.
- Maintain proper records of customer interactions.
- Provide accurate information about products and services.
- Ensure customer satisfaction.
- Build positive relationships with customers.

Eligibility and Requirements

- Good communication skills in **English and Hindi**.
- Basic computer knowledge.
- Ability to work in a fast-paced environment.
- Flexible to work in **rotational shifts**.
- Comfortable working **6 days a week**.

Benefits

- Health insurance
- Paid sick time
- Provident Fund

How to Apply

Interested candidates can apply directly through **Indeed** or contact **8100623249**.

Candidates can also send their updated resume to **antara.das@fastinfogroup.com**.