

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-service-representative-ngo-support-and-communication/>

CUSTOMER SERVICE REPRESENTATIVE – NGO SUPPORT AND COMMUNICATION

BASE SALARY

INR 13000 - INR 31000

DESCRIPTION

Aadarsh Yuva Mission Human Welfare India (AYMHWI)

Location: PAN India (Remote Work)

Work Mode: Work From Home

Job Type: Full-time, Part-time, Internship

Salary: ₹13,000 – ₹31,165 per month (as per role)

Email: AYMHWINDIAOFFICIAL@GMAIL.COM

This role is for Customer Service Representative. Work is related to handling communication for NGO activities. Person will support volunteers, donors, and beneficiaries.

About Organization

This organization works for social causes like education, healthcare, and community support. Work is focused on helping people and creating positive impact.

Job Work Details

This role needs a person who can talk with people and solve queries. Work includes handling calls, emails, and messages.

- Handle calls, emails, and messages
- Reply to volunteers, donors, and beneficiaries
- Share correct information about programs
- Maintain records of communication

- Solve complaints and escalate if needed
- Help in onboarding new volunteers
- Coordinate with team members

Requirements

Candidate should have basic communication skill in Hindi and English. Computer knowledge is also needed.

- Basic knowledge of email and Excel
- Good communication and patience
- Problem solving mindset
- Ability to work from home

Experience in customer support is helpful but not mandatory.

Additional Skills

Knowledge of CRM tools or social media handling is a plus. Person should be polite and understanding while talking to people.

Eligibility

Students, freshers, and graduates can apply. This role is open for all who want to work in NGO sector.

Benefits

Candidate will get learning and exposure in social work field. Some benefits are based on performance.

- Certificate of recognition
- Letter of recommendation
- Work experience in NGO
- Networking and growth opportunity

Working Hours

Flexible shifts are available. Timing depends on role and work.

How to Apply

Interested candidates can apply via email or fill form.

Email: AYMHWINDIAOFFICIAL@GMAIL.COM

HIRING ORGANIZATION

**Aadarsh Yuva Mission Human Welfare
India**

EMPLOYMENT TYPE

Full-time, Part-time, Intern

JOB LOCATION

? Remote work from: India