

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-support-executive-373216/>

HIRING ORGANIZATION

WintreeTech Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Maharashtra, India

? Remote work from: India

CUSTOMER SUPPORT EXECUTIVE

BASE SALARY

INR 50000 - INR 300000

DESCRIPTION

Customer Support Executive | Hybrid

WintreeTech Pvt Ltd is hiring Customer Support Executives. This is a full-time hybrid opportunity. The hiring location is **Malad West, Mumbai, Maharashtra**. Freshers and experienced candidates can apply. Women candidates women returning to work and ex-defence personnel are preferred.

Contact Details

+91 9987029015 (WhatsApp)

Job Details

- Company Name: WintreeTech Pvt Ltd
- Position: Customer Support Executive
- Job Type: Full Time
- Employment Type: Permanent
- Work Mode: Hybrid
- Hiring Location: Malad West, Mumbai, Maharashtra
- Experience: 0 to 2 Years
- Salary: ₹50,000 to ₹3 LPA
- Openings: 2

About the Work

You will support customers through phone email and chat. You will answer customer questions and provide information about products and services. You will also resolve issues and maintain a good customer experience.

You will review customer data through the system. You will coordinate with internal teams when needed. You will also maintain records of customer interactions and support reports.

Responsibilities

- Respond to customer queries
- Handle email and chat support
- Provide product and service information
- Resolve customer complaints
- Maintain customer records
- Coordinate with internal teams
- Support reporting and tracking
- Ensure customer satisfaction

Eligibility

- Any graduate can apply
- Freshers and experienced candidates can apply
- Good verbal and written communication
- Strong problem-solving skills
- Customer-focused approach
- Ability to work in a fast-paced environment

Skills Required

- Advanced Microsoft Excel
- Pivot Tables
- VLOOKUP and XLOOKUP
- Basic Macros
- Payment Gateway knowledge
- Chat support
- Email support
- Help Desk operations

Benefits

- Hybrid work opportunity
- Full-time permanent role
- Professional growth opportunities

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