

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-support-executive-billing-assistance-earn-%e2%82%b915k-%e2%82%b918k-month/>

CUSTOMER SUPPORT EXECUTIVE/BILLING ASSISTANCE

BASE SALARY

INR 15000 - INR 18000

DESCRIPTION

Company: OneSpider Technologies LLP

Position: Customer Support Executive

Industry: Software / ERP Services

Location: Mumbai, Maharashtra (Hybrid – Work From Home + On-site at Lower Parel East)

Employment Type: Full Time, Permanent

Salary: ?15K-?18K/Month

HR Contact: +91 9702074236

Vacancy Details:

- Total Openings: 50
- Experience Required: 1-3 Years
- Education Required: Graduation
- Gender: Both
- Shift: Day Shift
- Working Days: 6 Days/Week

Role Overview:

- Support customers using ERP software and related tools

- Help users with accounting entries, billing process, and GST queries
- Provide step-by-step guidance for software usage
- Assist customers through calls and remote support tools

Daily Work Tasks:

- Handle customer calls and queries
- Guide customers in using ERP software features
- Solve issues related to billing and accounting entries
- Help users understand GST-related functions in the system
- Provide remote troubleshooting using tools like AnyDesk or UltraViewer

Required Skills:

- Basic accounting knowledge
- Good communication and problem solving skills
- Customer support experience preferred
- Ability to guide users clearly and patiently

Eligibility:

- Freshers with accounting knowledge can also apply
- Must be sincere and dedicated to customer service

Benefits Offered:

- Software training will be provided
- Stable job with growth opportunities

How to Apply:

Send your resume or contact on WhatsApp at +91 9702074236

HIRING ORGANIZATION

OneSpider Technologies LLP

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? **Remote work from: India**

DATE POSTED

? *March 7, 2026*