

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-support-executive-job-apollo-hospitals-kolkata/>

HIRING ORGANIZATION

Apollo Hospitals

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Kolkata, India

DATE POSTED

? March 20, 2026

CUSTOMER SUPPORT EXECUTIVE JOB – APOLLO HOSPITALS (KOLKATA)

DESCRIPTION

Company: Apollo Hospitals

Location: Salt Lake, Kolkata (Shaila Towers)

Job Type: Full-Time

Experience: Fresher / 1–5 Years

Openings: 30

Languages Required: English, Hindi & Bengali (Mandatory)

About the Company:

Apollo Hospitals is one of India's leading healthcare providers, known for quality patient care and advanced medical services. It offers stable career opportunities with professional growth.

Role Overview:

This is a voice process customer support role where you will handle patient and customer queries. The job requires strong communication skills and the ability to manage calls effectively.

Main Responsibilities & Duties

- Handle inbound and outbound customer calls
- Understand customer needs and provide proper solutions
- Follow communication scripts for different queries
- Maintain records of all conversations in the system
- Coordinate with internal teams for quick resolution
- Ensure high customer satisfaction

Eligibility & Skills Required

- Freshers and experienced candidates can apply
- Strong communication in English, Hindi & Bengali
- Good listening and problem-solving skills
- Basic typing and computer knowledge
- Ability to multitask and manage time

Work Conditions & Additional Info

- Rotational shifts (Night shift for males only)
- Work from office (Kolkata location)
- Professional work environment
- Immediate joining preferred

Documents Required

- Updated Resume
- Aadhaar Card Copy

How to Apply

WhatsApp your CV: +91 8639839227