WORK VAPOR

Job Link: https://workvapor.in/jobs/email-chat-support-executive-day-shift-chennai/

EMAIL / CHAT SUPPORT EXECUTIVE – DAY SHIFT CHENNAI

BASE SALARY

INR 17000 - INR 20000

DESCRIPTION

Job Role: Email & Chat Support Executive

Company: Creative Hands HR
Job Type: Full-Time, Permanent
Work Mode: Work From Office / Direct Walk-In
Location: Perungudi, Chennai
Other Chennai Locations: Karapakkam & Ambattur
Experience: 0–5 Years
Salary: Up to ?17,000 take-home/month
Process: BPO Non-Voice / Email & Chat Support
Shift: Day Shift
Working Days: 6 Days
Weekly Off: 1 Rotational Off
Education: Graduation Not Mandatory
Openings: 50
Joining: Immediate

HR Contact: Eshwari
Phone: +91 9884609940
Application: Call HR for walk-in interview details

Creative Hands HR is hiring candidates for a **BPO Non-Voice Email and Chat Support** process in Chennai. The main hiring location mentioned is Perungudi, with additional openings in Karapakkam and Ambattur.

The position offers a **day shift** and is suitable for freshers and experienced candidates. Good communication skills and immediate joining are required.

HIRING ORGANIZATION

Creative Hands HR

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 28, 2026

JOB LOCATION

Perungudi, Tamil Nadu, India

Key Responsibilities

- Handle customer queries through **email and chat**.
- Provide clear and accurate responses.
- Resolve customer issues according to process guidelines.
- Maintain professional written communication.
- Handle customer requests within required timelines.
- Follow quality and process standards.
- Maintain accurate customer and interaction records.

Requirements

- **0–5 years of experience**.
- Freshers can apply.
- Good communication skills.
- Good written English.
- Good email and chat handling ability.
- Graduation is **not mandatory**.
- Comfortable working in a day shift.
- Immediate joining required.

Key Skills

- Non-Voice Process
- Email Support
- Chat Support
- Email & Chat Process
- BPO Non-Voice
- Customer Support
- Written Communication
- Query Resolution
- Customer Service
- Chat Process

Work Schedule & Benefits

- **Day shift.**
- 6 days working.
- 1 rotational weekly off.
- Work from office.
- Direct walk-in interview.
- **Up to ?17,000 take-home/month.**

Important Location Details

- **Perungudi, Chennai:** Main advertised location.
- Karapakkam and Ambattur: Other Chennai work locations.
- Hebbal, Bengaluru: Minimum 6 months of experience required.

How to Apply

Call HR for more information and walk-in details:

Eshwari: +91 9884609940

Work Location: Perungudi, Chennai, Tamil Nadu
Work Type: In Person
Salary: Up to ?17,000 take-home/month
Experience: 0–5 Years
Openings: 50