

WORK VAPOR

Job Link: <https://workvapor.in/jobs/email-support-executive-voice-email-process/>

HIRING ORGANIZATION

Adroit Synergies Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Sector 63, Noida, India

DATE POSTED

? March 19, 2026

EMAIL SUPPORT EXECUTIVE – VOICE/EMAIL PROCESS

BASE SALARY

INR 50000 - INR 200000

DESCRIPTION

Company: Adroit Synergies Pvt Ltd

Work Location: Sector 63, Noida (Work from Office)

Employment Type: Full-time

Salary: ?50,000 – ?2 Lacs per annum

Openings: 50

Contact: Amit Aswal – 9560794551

About the Company

Adroit Synergies is an organization in the customer support and BPO sector, offering opportunities for freshers to start their careers in email and voice support roles. We are hiring Email Support Executives to handle customer queries via email and voice. This role is ideal for freshers looking to build a career in customer service.

Responsibilities

- Respond to customer queries through email and calls
- Provide accurate and timely solutions
- Maintain professional communication with customers
- Follow company processes and quality standards

Eligibility Criteria

- 0–1 year of experience (freshers can apply)
- Basic understanding of written and spoken English
- Good communication and customer handling skills
- Flexible for rotational shifts and week offs

Walk-in Interview Details

- **Dates:** 19th March – 24th March
- **Time:** 9:30 AM – 5:30 PM
- **Venue:** D-181, Sector 63, Noida

Perks & Benefits

- Salary as per industry standards
- Opportunity to work in voice and email support
- Good learning environment for beginners

How to Apply

Call or WhatsApp Amit Aswal at: 9560794551

You can send your application or queries via phone/WhatsApp.