

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/nonvoice-chat-email-support-executive/>

## NONVOICE/CHAT/EMAIL SUPPORT EXECUTIVE

### BASE SALARY

INR 28000 - INR 30000

### DESCRIPTION

**Job Title:** Nonvoice / Chat / Email Support Executive

Assist customers via chat and email, handle inquiries efficiently, and provide excellent service.

**Organization:** Ignites Human Capital

**Location:** Whitefield, Bengaluru, Karnataka

**Employment Type:** Full-time

**Salary:** ₹28,000 per month (Day Shift)

**Openings:** 100

**Contact:** Sumithra – 7815882100 | Soumya – 8088720040 | Purna – 7848820050 | Gayathri – 7848820047 | Others as listed

### About the Company

Ignites Human Capital is a leading recruitment and staffing solutions provider, partnering with top MNCs to offer career opportunities across customer support, BPO, and back-office roles.

### Key Responsibilities

- Handle customer inquiries via chat and email professionally
- Resolve issues efficiently while maintaining high service quality
- Learn and apply client product knowledge (training provided)
- Maintain accurate records and documentation
- Coordinate with internal teams for problem resolution
- Perform standard reporting and MIS using Microsoft Office

### Requirements / Eligibility

### HIRING ORGANIZATION

Ignites Human Capital

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

Bengaluru, India

### DATE POSTED

? March 25, 2026

- Minimum 1 year experience in Nonvoice / Chat / Email Support
- Excellent English communication skills (spoken & written)
- Strong multitasking skills with attention to detail
- Proficiency in MS Office, especially Excel (V-lookup, Pivot tables)
- Numerate with basic accounting or supply chain knowledge preferred
- Self-motivated, proactive, and a confident team player
- Quick learner, adaptable to new systems and processes

### Perks & Benefits

- Fixed day-shift salary ₹28,000
- Work in a top MNC environment
- Learning and growth opportunities
- Friendly team and supportive work culture

### How to Apply

Interested candidates can **call directly** to schedule interviews:

- Sumithra – 7815882100
- Soumya – 8088720040
- Purna – 7848820050
- Gayathri – 7848820047
- Shobitha – 7816042500
- Kim – 7829423175
- Olin – 7848820049
- Anjum – 7795311459
- Aditi – 7795311459
- Adarsh – 7848820043
- Abdul – 7848820048
- Ananya – 7848820050
- Kashish – 7816842400
- Monica – 9886112583
- Anusha – 7815982900
- Shaina – 7848820047