WORK VAPOR

Job Link: https://workvapor.in/jobs/remote-blended-voice-process-executive-100-positions-380223/

REMOTE BLENDED VOICE PROCESS EXECUTIVE |100 POSITIONS

HIRING ORGANIZATION

GIST Management Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DESCRIPTION

Blended Voice Process Executive

Company: GIST Management Solutions

Work Mode: Remote

Job Type: Full-Time

Experience: 0 to 3 Years

Contact Numbers: +91 8876821179, +91 9346091625, +91 7708269338, +91 9731625399, +91 8861497405, +91 7550118643, +91 9600212369, +91 7337583438, +91 9381565925

GIST Management Solutions is hiring for 100 work from home positions. The opening includes blended voice process and non-voice process work. Freshers and experienced candidates can apply. Immediate joiners are preferred.

This is a remote opening. The hiring office is in Bengaluru, but the work mode is work from home. The post does not mention a fixed salary. The role is for customer support and operations work.

You will handle customer queries through calls emails and chat. You will also work on data updates and issue resolution. The work may include rotational shifts.

Open Positions

- Blended Voice Process Executive
- Non-Voice Process Executive

For the blended voice process, you will handle inbound and outbound calls. You will also respond to customer queries through calls emails and chat. The role needs good communication and customer handling.

For the non-voice process, you will support customers through email and chat. You will update records accurately. You will also maintain data quality and documentation.

Responsibilities

- Handle inbound and outbound customer calls
- Respond to customer queries through calls emails and chat
- Resolve customer concerns professionally
- Maintain customer records in the system
- Support email and chat communication
- Process customer requests
- Update records accurately
- Maintain data quality and documentation
- Coordinate with internal teams
- Meet quality and productivity targets

Skills Required

- Good communication skills
- Basic computer knowledge
- Customer service mindset
- Problem-solving ability
- Good typing speed and accuracy
- Strong written communication
- Attention to detail

Freshers can apply. Experienced candidates can also apply. The company is looking for candidates who can work in a customer support environment and handle daily targets.

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