

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-chat-and-email-support-executive-379305/>

HIRING ORGANIZATION

Leading BPO Centre

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

REMOTE CHAT AND EMAIL SUPPORT EXECUTIVE

DESCRIPTION

Chat and Email Support Executive

Company: Leading BPO Centre

Work Mode: Remote

Job Type: Full-Time

Experience: 1 to 6 Years

Contact Email: resume@hindco.com

A Leading BPO Centre is hiring for Chat and Email Support Executive. This is a work from home position. The hiring office is in Ahmedabad, but the role itself is remote. The opening is being handled by Hindco Recruitment Consultants.

In this role you will support customers through chat email and calls. The work is focused on customer support and service quality. You will need to handle customer communication in a professional and positive way.

You will answer chats emails and calls while keeping customer satisfaction in focus. You will also maintain internal and client quality standards. The role includes working on service targets and client SLAs.

Responsibilities

- Answer customer chats emails and calls
- Support customers with a positive approach
- Maintain quality standards in communication
- Follow internal and client process guidelines
- Help in meeting client SLAs and targets
- Handle customer complaints and issues with proper solutions

The company is looking for candidates with excellent written and verbal communication

skills. You should be able to solve customer issues with a calm and positive attitude. Good customer handling ability is important for this role.

Any graduate can apply for this opening. The company has not shared salary details in the job post. This role is suitable for candidates with customer support chat support email process or BPO experience.

Skills Required

- Chat support
- Email support
- Customer service
- Written communication
- Verbal communication
- Customer handling
- Complaint resolution

Interested candidates can send their resume to the email below.

Contact Email: resume@hindco.com