

Call Center Representative

Job Location

Chittaranjan Avenue, 700073, Kolkata, West Bengal, India

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Base Salary

USD 12,000 - USD 16,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Call Center Representative is responsible for providing customer service to Jio customers. This includes tasks such as answering customer inquiries, resolving customer issues, and processing customer orders. The ideal candidate will have strong communication and customer service skills, as well as the ability to work independently and as part of a team.

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Responsibilities:

- Answer customer inquiries via phone, email, and chat.
- Resolve customer issues in a timely and efficient manner.
- Process customer orders accurately and promptly.
- Maintain accurate records of all customer interactions.
- Other customer service tasks as assigned.

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Jio Careers

Requirements:

- Strong communication skills.
- Excellent customer service skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Excellent problem-solving skills

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Hiring organization

Jio

Date posted

July 21, 2023

Valid through

31.12.2023

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