

Jio Careers 2023 – Private Jobs – BPO Executive Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 25, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The BPO Executive is responsible for providing customer support to Jio customers. This includes tasks such as answering customer queries, resolving customer issues, and processing customer orders. The ideal candidate will be a good communicator with a strong understanding of customer service.

Responsibilities:

- Answer customer queries via phone, email, and chat
- Resolve customer issues in a timely and efficient manner
- Process customer orders accurately and efficiently
- Maintain customer records and data
- Other customer support tasks as assigned

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Skills:

- Excellent communication skills, both verbal and written
- Strong customer service skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work under pressure and meet deadlines
- Good understanding of telecom industry

Important Links

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