

## customer service representative Required in Abroad

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Company: Donivia Overseas Private Limited

Location: Canada

Category: office-and-administrative-support

**Call/WhatsApp: 8800453080**

**Location: Canada/New Zealand/Singapore/Ireland and UAE**

**We are looking for customer service representatives who want to live and work in Abroad.**

### **Customer Service Representative Responsibilities:**

Maintaining a positive, empathetic, and professional attitude toward customers at all times.

Responding promptly to customer inquiries.

Communicating with customers through various channels.

Acknowledging and resolving customer complaints.

Knowing our products inside and out so that you can answer questions.

Processing orders, forms, applications, and requests.

Keeping records of customer interactions, transactions, comments, and complaints.

Communicating and coordinating with colleagues as necessary.

Providing feedback on the efficiency of the customer service process.

Managing a team of junior customer service representatives.

Ensure customer satisfaction and provide professional customer support.

### **Customer Service Representative Requirements:**

High school diploma, general education degree, or equivalent.

Ability to stay calm when customers are stressed or upset.

Comfortable using computers.

Experience working with customer support.

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### **Cross References and Citations:**

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