

Job Summary

Dear Candidate,

We are an international leather brand, headquartered out of USA and selling across North America and Europe among other regions. We are looking for someone in a similar profile to yours to work for us in our Kolkata office at India. Hiring is going on for full-time

"Customer Support Executive"

Responsibilities and Duties

- Customer Account relationship & management
- Processing Orders.
- Catering to customer queries, complaints, suggestions, expediting correction or adjustment, resolving issues, following up to ensure resolution etc.
- Preparing management information reports (by collecting and analyzing customer information)
- Contributing to team effort by accomplishing related results as needed.
- 100% EMAIL CORRESPONDENCE WITH CUSTOMERS, NO CALLING, NO TARGETS AND NO SHIFT DUTIES

Required Experience and Qualifications

- Proficient in English communication skill (both verbal & written mandatory).
- Conversant with Email Communication.
- Good organization & team working skills.
- Schooling preferably from English medium background.
- Graduate in any discipline/Undergraduates well versed in English communication.
- Fresher/Experienced (1-2 yrs.) in any field.
- Female will be preferred

Salary & Benefits

Rs.9000/- to Rs.11000/- per month with all statutory benefits like PF, ESI, Bonus, Gratuity. (Salary will be dependent on relevant experience/current Salary/skill Sets etc.)

Contact Details

- Contact Name: Tithi Bhattacharyya (HR)(Interested candidates please send me your updated resume as soon as possible)
- **Ph No.-9007206504**