



Job Description

Division/Department: Support - US

Location: Work From Home

Job Title: Support Executive - US

Experience: 0 – 2 years

Education: Any Graduate / Undergraduate

General Description

The candidate should be with good interpersonal and communication skills, both written and spoken. Able to work under pressure. Knowledge of Microsoft Office. Knowledge of ODeX would be an advantage. **Should be feasible to do Night shifts (US Shift). International Voice support experience will be an added advantage.**

Work Experience Requirements

Skills:

1. Should have Excellent Communication Skills.
2. Microsoft Excel and Data Maintaining Knowledge
3. Basic Computer Knowledge.
4. Own Laptop / Desktop with Proper Internet Connectivity

Role:

- Attending Inbound calls of the customers.
- Resolving queries & providing proper solutions to it on chat/mail.
- Email Process