



Customer Service Representative

- **Vacancy for:** 1
- **Posted on:** Dec. 1, 2018
- **Deadline:** Dec. 14, 2018, 11:55 p.m.

Basic Job Information

Job Category : Marketing / Advertising / Customer Service
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 1 year
Professional Skill Required : Salesmanship Skill

Other Specification

- Fluency in English speaking and writing
 - Good knowledge in computer
 - Experience in Tourism
 - Should be social and able to cooperate with other team member
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Job Description

- Respond to customers inquiries
 - Responsible for handling and recording of customers details
 - Provide accurate, valid and complete information by using the right methods/tools
 - Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
 - Keep records of customer interactions, process customer accounts and file documents
 - Follow communication procedures, guidelines and policies
 - Take the extra mile to engage customers
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Applying Procedure

Apply Link : <https://merojob.com/sales-office-worker/>

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