

DTDC Recruitment 2023 – All India Jobs – Customer Care Associate Post

Hiring organization
DTDC

Job Location

India
Remote work possible

Date posted
June 22, 2023

Valid through
31.12.2025

Base Salary

Rs. 11,000 - Rs. 19,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

DTDC Jobs 2023

Job Title: Customer Care Associate

Department: Customer Service

Reports To: Customer Care Manager

Summary:

The Customer Care Associate is responsible for providing excellent customer service to DTDC's customers. This includes tasks such as answering customer inquiries, resolving customer complaints, and processing customer orders.

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Jobs For Freshers

Responsibilities:

- Answer customer inquiries via phone, email, and chat.
- Resolve customer complaints in a timely and efficient manner.
- Process customer orders accurately and efficiently.
- Maintain customer records.
- Other duties as assigned.

Skills:

- Excellent customer service skills.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Knowledge of DTDC products and services.

Qualifications:

- High school diploma or equivalent.
- 1+ year of experience in customer service is preferred.
- Customer service certification is a plus.

Important Links**Find the Link in [Apply Now](#) Button**

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