



Vacancy summary

Customer Service Agent

GE01440267

owerol Georgia

lebebi.ge

Education : Bac + 2 DEUG, BTS, DUT

Experience : < 1 year

Availability : Full Time, Evening

Languages

English : Advanced

Russian : Fluent

Vacancy details

Hello! We are looking for a talented, motivated and tech-savvy individual to join our team of professionals and provide top-quality back-office solutions to our US customers. Our clients, medical companies and healthcare providers, are looking for dedicated, full-time CS agents to be in charge of various CS-related processes and communicating with customers. This is a remote job, and you can work with comfort from your home.

What you are going to do:

- Taking care of CS-related tasks.
- Communicating with clients via provided channels.
- Working with documentation & provided software to perform CS duties.

What we need:

- Good written and spoken English and Russian (Upper-Intermediate/Advanced).
- Ability to work US hours (9AM-6PM EST).
- Be comfortable with using time-tracking software.
- Attention to detail, diligence, good teamwork and communication skills.
- Stable internet connection & power as well as ability to work reliably.

What we offer:

- Fixed hourly rate (your rate is based on your experience).
- Timely payments twice a month without hidden deductions.
- Social benefits.
- Paid overtime (if applicable for this position).
- We might be willing to pay for a back-up Internet line to make sure your work is not interrupted.

Does this sound like an interesting opportunity? Feel free to send your resume in English to halyna@poweroffice.ph

Contacts
