



City:- Pune.

+91-7301-09-7070

[contact@techtasa.com](mailto:contact@techtasa.com)

[www.techtasa.com](http://www.techtasa.com)

Offices 501-530, 5th Floor, Sohrab Hall, Pune 411001

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Job Title: Chat Support Representative

Job Description:

As a Chat Support Representative, you will be the first point of contact for customers seeking assistance through online chat. Your responsibilities will include addressing customer inquiries, resolving issues, and providing timely and helpful responses. You will play a crucial role in maintaining positive customer experiences and fostering customer satisfaction.

Key Responsibilities:

Customer Interaction:

Chat Support: Provide prompt and courteous support to customers through online chat channels.

Inquiry Resolution: Address customer inquiries, troubleshoot problems, and provide solutions in a clear and concise manner.

Product Knowledge: Acquire and maintain in-depth knowledge of the company's products, services, and policies.

Communication:

Clear Communication: Communicate effectively and professionally with customers to ensure a positive customer experience.

Documentation: Record and document customer interactions, transactions, comments, and complaints in the system.

Problem-Solving:

Issue Resolution: Identify and resolve customer issues promptly, escalating complex problems to higher-level support when necessary.

**Escalation Handling:** Manage and escalate issues to appropriate teams or departments when required.

**Customer Satisfaction:**

**Customer Feedback:** Gather feedback from customers to identify areas for improvement and report insights to the management team.

**Customer Education:** Educate customers on product features, usage, and best practices to enhance their overall experience.

**Quality Assurance:**

**Adherence to Procedures:** Follow established procedures and guidelines to ensure consistent and high-quality customer support.

**Quality Metrics:** Meet or exceed key performance indicators (KPIs) related to customer satisfaction, response time, and issue resolution.

**Collaboration:**

**Collaboration with Teams:** Collaborate with other departments, such as product development or sales, to address customer needs effectively.

**Feedback Loop:** Provide feedback to the product and development teams based on customer interactions for continuous improvement.

**Technical Skills:**

**Technical Troubleshooting:** Develop a basic understanding of technical issues to assist customers with common problems.

**Knowledge Base Management:** Contribute to the development and maintenance of a comprehensive knowledge base for customer support.

**Qualifications and Skills:**

**Educational Background:** High school diploma required; additional education or certification in customer service is a plus.

**Communication Skills:** Excellent written and verbal communication skills.

**Customer Service Experience:** Prior experience in customer service or support roles is preferred.

**Problem-Solving:** Strong problem-solving skills and the ability to think on your feet.

**Multitasking:** Ability to manage multiple chat conversations simultaneously while maintaining accuracy and attention to detail.

**Empathy:** Empathetic approach towards customer issues with a focus on providing solutions.

**Adaptability:** Ability to adapt to changes in procedures, policies, and technologies.

Teamwork: Ability to collaborate with team members and other departments to achieve common goals.

Technical Proficiency: Basic technical proficiency to navigate customer support systems and knowledge bases.

Time Management: Effective time management skills to prioritize tasks and meet performance goals.

If you are a customer-focused individual with strong communication skills and a passion for assisting customers, we invite you to join our team as a Chat Support Representative and contribute to the success of our customer support initiatives.

## Tasaduq Khan