

Colombia Jobs Expertini®

Cold Caller (Spanish & English Speaking)

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Company: SnaPhunt

Location: Colombia

Category: other-general

The Offer

Opportunity within a company with a solid track record of performance

Leadership Role

Flexible working options

The Job

You will be responsible for :

Handling inbound calls and emails in a professional manner.

Resolving customer inquiries and requests and ensuring strong customer satisfaction.

Working with various internal teams to ensure prompt and accurate order processing and delivery.

Escalating customer feedback as required.

The Profile

You have at least 1 year experience within a Executive Assistant / Virtual Assistant or Telesales role, ideally within the Professional Services and IT industry.

You are organised and have good interpersonal skills.

You can work with minimal supervision and multi-task effectively.

You have good computer skills (MS Word, Excel, Powerpoint).

You are adaptable and thrive in changing environments

You are a strong team player who can manage multiple stakeholders

You are a strong networker & relationship builder

The Employer

Our client is in the business of providing virtual administrative services to various industries.

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