

Colombia Jobs Expertini®

Cold Caller (Spanish & English Speaking)

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Company: VA Meetly

Location: Colombia

Category: other-general

Starting a business was the most stressful thing I have ever done but it was also the most rewarding. I quit my office job and moved to a different state to start my journey as an entrepreneur. As we all know money does not last forever and it wasn't until month 16 that I saw some sort of revenue. I had no idea what I was doing and where I was going but I did know that there was no plan B.

The Role

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.

Ideal 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

What's on Offer?

Opportunity within a company with a solid track record of performance

Leadership Role

Flexible working options

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