## Colombia Jobs Expertini®

## Customer Service Representative L2 (Brazilian Portuguese & English)

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Company: SupportNinja Location: Medellin Category: office-and-administrative-support

We're obsessed with growth. From enabling companies to flourish, to helping careers bloom. SupportNinja was founded in 2015 to help companies solve for scale and connect them with a wider world of talent. Our vision is to show the world a better way to grow by developing the best people, implementing the latest technology, and challenging the status quo. SupportNinja is a new kind of BPO. Our vision is to show the world a better way to outsource by developing the best people, implementing the latest technology, and challenging the status quo. SupportNinja helps fast-growing tech companies by providing around-the-clock outsourced support, lead generation, customer service and community management. As a Ninja, you are guaranteed a culture dedicated to our core values: Employee Focused, Always Be Humble, Improve Everyday, Compassionate Candor, and Collectively Bring Joy.Salary: \$3,651,900 Schedule: 5AM-2PM EST, Monday - Fridage of ContracFull Time EmploymentWork Set Uppermanent Remote / Work-At-Homequipment Provision: Company ProvidedJob Summary: The Customer Service Representative II is responsible for handling customer inquiries via a maximum of two communication channels such as, phone, email, or chat and resolving customer issues in a timely and professional manner.

What does a day in the life of a Customer Service Representative look like? Responds promptly and professionally to customer inquiries via a maximum of two communication channels such as, phone, email, or chat

Provides in-depth information about products and services to customers

Resolves complex customer issues in a timely and efficient manner

Follows up with customers to ensure that their issues have been resolved to their satisfaction

Properly and accurately document customer interactions in the organization's CRM

Adhere to company policies and procedures

Meet or exceed performance targets for related KPIs

Continuously improve knowledge of products, services, and processes by participating in training programs and continuous learning modules

Collaborate with other departments as needed to resolve customer issues

Maintain a positive, empathetic, and professional attitude toward customers and colleagues at all times

Perform other duties as assigned

What are the required qualifications of a Customer Service Representative? Must have high school diploma or equivalent

Must be 18 years of age or older

1 year of previous customer service experience, preferably in a call center environment

Strong communication skills, both verbal and written

Knowledge and experience with a CRM preferred

Proficient in using computers and various software applications

Ninja Perks and Benefits • Competitive compensation • Paid time off, birthday leave• Bonus and incentive plans • Opportunities for skills training and personal and professional development• Employee Referral Program Experience infinite fun so you can have infinite growth. Discover A Better Way to Grow! Are you ready? Disclaimer: The duties and responsibilities listed above describe the post as it is in general terms and are not definitive. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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