Occupation: Job Duties & Responsibilities –

Job Qualifications & Requirements Worksheet (Department: _____)

Name: _____ No:_____ Class: _____

Objective: Write the duties and responsibilities of the following job positions.

1. Manager: _____

_____

2. Chief Executive Officer: _____

_____

3. Marketing manager: _____

_____

4. Production manager: _____

_____

5. Advertising manager: _____

_____

6. Customer service team: _____

_____

7. Financial manager: _____

_____

8. Human resource team: _____

_____

Customer Service Advisor - Work from home

Posted 4 days ago by Cordant Contact Centre **Easy Apply**

£9.50 per hour | Birmingham, West Midlands

Temporary, full-time | Work from home

We're now hiring **Customer Service Advisors** for a Global Outsourcing. This is a fantastic opportunity to join a global business and supportive team! Full training will be provided so it's a great role for someone looking for the next step in their career.

Remote working / work from home opportunities!

Some of the perks working as a Customer Service Advisor:

- Remote working / Work from home after initial training
- Temporary to permanent opportunity
- Your work equipment delivered to you
- Supportive and friendly team to help you develop in the role

Typical day in the life as a Customer Service Advisor:

- Handling inbound calls from customers for a variety of queries
- Resolving queries on customer accounts
- Providing tech support to customers
- Resolving queries via emails and inbound calls
- Providing excellent customer service at all times

1. What position does the company is looking for?

_____

_____

_____

_____

2. How much did you earn monthly from this job? _____

3. What are the duties and responsibilities of this job?

_____

_____

_____

_____

_____

4. What are the benefits of this job?

_____

_____

_____

LIVEWORKSHEETS