

# 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

Temporary, full-time

Birmingham, West Midlands

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?

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

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

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4. What are the benefits of this job?

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