

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?

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?