

WE ARE HIRING! JOIN OUR TEAM



Customer Service Agent

The United Basalt Products Limited looking to recruit a **Customer Service Agent**.

KEY RESPONSIBILITIES

- Attend calls from customers by providing them with the requested information/quotations
- Liaise with the relevant Salesperson when applicable
- Take customer complaints and ensure proper follow-up
- Provide solutions or liaise with respective departments in view of assisting the customer
- Keep record of the phone calls attended

CANDIDATE PROFILE

- HSC with at least 2 years of experience in a similar position
- Prior training in call centre customer care or help desk
- Proficiency in MS Office Pack
- Knowledge of Sales tools and techniques
- Excellent communication skills

REMUNERATION AND BENEFITS



Attractive remuneration package



Continuous Development



Career Opportunities



24hrs Personal accident



Welfare activities



Company kindergarten

Interested candidates are requested to send their applications and relevant documents quoting reference HR/CSA/UBP on ubpvacancy@ubpgroup.com before **15th September 2024**.

Management reserves the right to call only the best candidates for interview and not to make any appointment following this advertisement.