

<https://careeriva.com/job/customer-support-executive/>

Customer Support Executive

Description

We are seeking a Customer Support Executive to provide excellent support to our customers through email, chat, and phone. The ideal candidate is friendly, patient, and skilled at resolving issues quickly and professionally.

Responsibilities

- Handle customer queries via chat, email, and phone.
- Provide accurate information and resolve complaints.
- Maintain customer records and update the CRM system.
- Collaborate with internal departments to resolve technical or account-related issues.
- Prepare daily and weekly support reports.
- Ensure high customer satisfaction and build long-term relationships.

Requirements:

- Excellent communication skills.
- Ability to stay calm under pressure.
- Basic computer and typing skills.
- Previous customer support experience is a plus.
- Problem-solving attitude and strong work ethic.

Hiring organization

Careeriva

Employment Type

Full-time, Part-time

Date posted

November 17, 2025