

URGENT RECRUITMENT FOR FRESH GRADUATES

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Formerly known as Alpha Electronics and Engineering operating in Margao since 1995 is currently hiring for its Contact Centre for an International Inbound Process.

Job Position: Customer Support Executive

Work Location: Margao - Goa

Work timings: 9.30 am to 6.30 pm including a 1 hour lunch break. (This is not a shift job, however, work hours could be stretched to a maximum until 9.30 pm, overtime, if any, would be paid accordingly) Staff need to be logged in for 8 hours each day - Monday to Saturday.

Job Description:

1. Receiving inbound Customer Service calls from our clients (mostly people banking with banks in the Gulf Countries)
2. Reaching customer resolution to satisfaction
3. Documenting the call on system software

Eligibility Criteria:

1. They must be fluent in English
2. Ideally live in or around Margao
3. They should be over 18 years of age
4. They must have a valid PAN and AADHAR card

Selection procedure:

Round 1: Test of English for Business - this is a written and verbal test and takes about an hour

Round 2: Personal Interview with the HR Manager and Managing Director

Salary: Salary would be Rs. 15,000 - 20,000 per month inclusive of PPF and ESI as per government eligibility with other bonuses and incentives from time to time. This is a basic salary job and not commissions based, ideally a candidate should take home somewhere between Rs. 12,000 to 18,000 each month. This will be finalised at the time of recruitment

Job Commencement Date: 15 June 2024

Latest Interview Date: 15 May 2024

To fill in the application form, please scan the below QR code, alternatively email us on rajat@quemahtech.com or whatsapp us on +91-9021580270

