

Customer Service Representative – Call Center & Client Relations



tech-support@bbworkforce.com

Phone :

Web :

Job Summary

Vacancy : 16

Deadline : Jan 30, 2025

Published : Sep 13, 2025

Employment Status : Full Time

Experience :

Salary : \$15.00 - \$17.00/hour

Gender : Any

Career Level : Entry Level

Qualification : High School Diploma, Strong Communication Skills

Job Description

Handle customer inquiries via phone, email, and chat
Process orders, returns, and exchanges efficiently
Resolve customer complaints with professionalism
Update customer accounts and maintain accurate records
Cross-sell products and services when appropriate

Education & Experience

High School Diploma required. Previous customer service experience strongly preferred. Bilingual abilities a plus. Strong communication and problem-solving skills required.

Must Have

Customer service experience, patience, problem-solving skills

Educational Requirements

High School Diploma, Strong Communication Skills

Compensation & Other Benefits

Contact our Recruiter