

## Customer Service Representative

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Company: Darbpo

Location: , , Pakistan

Category: other-general

We are seeking a highly motivated and skilled customer service representative to join our team at DAR BPO. The ideal candidate will be responsible for handling customer inquiries, resolving issues, and maintaining a high level of customer satisfaction. The successful candidate will also be responsible for maintaining accurate records, providing timely responses, and meeting performance metrics.

**Skills** Excellent communication skills, both verbal and written  
Strong problem-solving skills  
Ability to multitask and prioritize in a fast-paced environment  
Strong customer service orientation and ability to build rapport with customers  
Attention to detail and accuracy in data entry and record keeping  
Ability to work independently and as part of a team  
Familiarity with customer service software and tools  
Flexibility and adaptability to changes in workflow and procedures

**Qualifications** Proven work experience as a customer service representative  
Ability to handle a high volume of customer inquiries  
Strong knowledge of customer service principles and practices  
Familiarity with CRM systems and practices  
Experience in a call center or BPO environment is preferred

**Education** High school diploma or equivalent required  
Associates or Bachelor's degree in a related field preferred but not required

**Number of Positions Available** 10  
**Employment Type** Full-time  
**Beginning of employment** Immediate  
**Information Technology** Job Location Working Hours  
8:00 pm to 5:00 am PKT Monday to Saturday

#J-18808-Ljbffr

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