

## Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan

Created: 2[...]

Apply Now

Company: Everything

Location: , , Pakistan

Category: other-general

You are here :Home Jobs Virtual Assistant And Customer Care Representative Intern Jobs In Lahore Pakistan Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan You are here :Home Jobs Virtual Assistant And Customer Care Representative Intern Jobs In Lahore Pakistan Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan1 Virtual Assistance:Manage and organize email correspondence.Schedule appointments and coordinate meetings.Assist in preparing reports and documents.Conduct internet research and gather information as needed.2 Customer Care:Call and respond promptly to customer inquiries via email, chat, or phone.Provide accurate information about products or services.Handle and resolve customer complaints, aiming for first-contact resolution.Maintain a positive, empathetic, and professional attitude toward customers.3 Administrative Support:Assist in data entry, filing, and maintaining organized records.Help with general office tasks and day-to-day operations.Collaborate with team members on various administrative projects.4 Communication and Coordination:Liaise with other team members to ensure smooth communication flow.Update customers on the status of their inquiries or orders.Communicate effectively with colleagues and superiors.5 Learning and Development:Participate in training sessions to enhance skills in customer service and virtual assistance.Seek opportunities for professional development and learning within the company.Job SpecificationOriginal jobs :

<https://www.mustakbil.com/jobs/job/1273422>

#J-18808-Ljbffr

[Apply Now](#)

#### Cross References and Citations:

1. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Whitecollarjobs Jobs , , Pakistan Whitecollarjobs ↗](#)
2. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Canadajobsearch Jobs , , Pakistan Canadajobsearch ↗](#)
3. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Medicalnursejobs Jobs , , Pakistan Medicalnursejobs ↗](#)
4. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Braziljobs Jobs , , Pakistan Braziljobs ↗](#)
5. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Referralrecruits Jobs , , Pakistan Referralrecruits ↗](#)
6. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Romejobs Jobs , , Pakistan Romejobs ↗](#)
7. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Gurujobs Jobs , , Pakistan Gurujobs ↗](#)
8. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [SearchaustralianjobsJobs , , Pakistan Searchaustralianjobs↗](#)
9. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Newsmediajobs Jobs , , Pakistan Newsmediajobs ↗](#)
10. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [BangkokjobsJobs , , Pakistan Bangkokjobs↗](#)
11. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Denverjobs Jobs , , Pakistan Denverjobs ↗](#)
12. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Argentinajobs Jobs , , Pakistan Argentinajobs ↗](#)
13. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore, Pakistan Created: 2[...] [Searchukjobs Jobs , , Pakistan Searchukjobs ↗](#)
14. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore,

Pakistan Created: 2[...] Ai-ml-jobs Jobs , , Pakistan Ai-ml-jobs ↗

15. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore,

Pakistan Created: 2[...] Newyorkcareerhub Jobs , , Pakistan Newyorkcareerhub ↗

16. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore,

Pakistan Created: 2[...] KenyajobsJobs , , Pakistan Kenyajobs ↗

17. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore,

Pakistan Created: 2[...] Cinemajobs Jobs , , Pakistan Cinemajobs ↗

18. Virtual Assistant And Customer Care Representative - Intern Jobs in Lahore,

Pakistan Created: 2[...] Findjobshiringnearme Jobs , , Pakistan Findjobshiringnearme ↗

19. Virtual assistant and customer care representative - intern jobs in lahore, pakistan

created: 2[...] Jobs , , pakistan ↗

20. AMP Version of Virtual assistant and customer care representative - intern jobs in

lahore, pakistan created: 2[...] ↗

21. Virtual assistant and customer care representative - intern jobs in lahore, pakistan

created: 2[...] , , pakistan Jobs ↗

22. Virtual assistant and customer care representative - intern jobs in lahore, pakistan

created: 2[...] Jobs , , pakistan ↗

23. Virtual assistant and customer care representative - intern jobs in lahore, pakistan

created: 2[...] Job Search ↗

24. Virtual assistant and customer care representative - intern jobs in lahore, pakistan

created: 2[...] Search ↗

25. Virtual assistant and customer care representative - intern jobs in lahore, pakistan

created: 2[...] Find Jobs ↗

Source: <https://pk.expertini.com/jobs/job/virtual-assistant-and-customer-care-representative--pakistan-everything-1398-29422/>

Generated on: 2024-05-04 by Expertini.Com