

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

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1 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 Specification Original jobs  
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