



<https://jobsfor7.com/job/office-clerk-on-site/>

Office Clerk (On Site)

Job Location

United States
Remote work from: USA

Base Salary

USD 40 - USD 50

Employment Type

Full-time, Part-time

Description

Position: Operations Customer Experience Agent US

Location: Onsite St Joseph MO

Terms: Full-time

Pay: \$15.00

GET TO KNOW ALORICA

At Alorica, we only do one thing – make lives better, one interaction at a time. We're a global leader in customer service and experience, serving the world's biggest brands with tens of thousands of employees in hundreds of locations around the globe.

Job Summary

Performs routine customer service phone support to client specific needs. Work is performed under regular supervision.

Job Requirements

Minimum Education and Experience:

- High School Diploma or GED required; graduation from a college with an Associate's degree preferred
- Customer service experience
- Phone related customer service
- Familiarity with Microsoft Windows, Word, and Excel applications
- May require client specific bilingual language requirement, as necessary

Knowledge, Skills And Abilities

- Knowledge of product/procedures
- Ability to use phone and computer systems
- Customer service skills
- Strong interpersonal skills
- Excellent oral and written communication skills
- Strong listening/comprehension skills

Hiring organization

Alorica

Date posted

October 15, 2024

Valid through

31.05.2025

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- Ability to stay composed and objective
- Patience/empathetic
- Mental Acuity
- Conversational
- Confident/Assertive
- Demonstrate a positive attitude

Work Environment

- Constant work performed in a climate controlled, call-center environment
- Constant usage of phone and computer systems

Physical Demands

- Constant sedentary work