



<https://neemopani.com/careers/csr-3sc/>

## Customer Support Representative

### Description

Are you looking for a job where you can grow professionally and build your career in a multinational Events and Service Provider?

3SC is the world's largest international Tech Provider, with a network that spans over 4 countries in MEENA Region. We are currently looking for a Customer Service Professionals to join our multicultural team to help with building Client Relationship.

### Responsibilities

- Be the voice of BME & 3SC or its products and ensure the highest standard of customer service is delivered to BME clients by providing information about our products and fulfilling services and orders in coordination with the operations team.
- Identify potential customer and fulfill needs, actively seeking out sales opportunities and promoting all related services.
- Take orders on call or via the App directly and manage the orders by forwarding and informing the relevant departments for delivery.
- Communicate between client, vendor and delivery officer to ensure order is being completed.
- Maintain Excel sheet of orders and make followup calls to sleeper clients.

### Qualifications

- Good problem-solving skills
- High attention to detail in a fast-paced environment
- Good communication skills
- Able to work independently and collaboratively
- Adhere to deadlines
- We are looking for hard-working individuals with good work ethics!

### Hiring organization

3SC Technologies

### Employment Type

Full-time

### Job Location

Building 146,BME Office, Civic Center, Bahria Town, Phase 4, Rawalpindi, Pakistan

### Base Salary

PKR 25000 - PKR 30000

### Date posted

November 16, 2022