**Customer Support Executive**

**Job description**

1. Summary
2. Responsibilities & Duties
3. Requirements & Skills
4. **Summary:**

TQV is a leading testing, inspection, audit, and certification provider to industries worldwide. The India 5000 Business Awards is the most prestigious business award, recognizing the best 5000 MSME organizations with a winner page listing every year for their quality excellence. TQV is an Awards audit partner.

TQV is looking to hire an energetic, dedicated, high willingness, self-learner, and ready to work on any task assigned by the organization.

1. **Responsibilities & Duties:**

* Admin coordinator, with exceptional communication and problem-solving skills to handle office duties and admin-related operations.
* Handling basic office duties such as attendance sheets, checking invoices, answering routine phone calls, responding to clients & vendors via email, msg, and data to be maintained in records for overseeing all administrative tasks of the company.
* Verifying all the documents of clients and maintain the records and all backend day-to-day operations.
* Developing and implementing new policies and processes.
* Build a good relationship with clients and take feedback of provided after-sales services via voice call.

1. **Requirements & skills**

* Having strong vocabulary and good verbal & written communication skills in Hindi & English.
* Having basic computer knowledge and social media to upload details. (youtube video & flyer)
* Able to manage all day-to-day responsibilities as per daily tasks provided.
* Education level – Must Graduate/Higher education
* Experience – Min 2 years
* Personal characteristics – positive attitude, enthusiasm in daily activity
* Certifications – Basic computer knowledge (MS Office)
* Physical abilities – age 18 and above