

## Town Customer Service Associate

### Job Location

Central Region, Singapore  
Remote work from: SG

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### Base Salary

SGD 2500 - SGD 3500

### Qualifications

A bachelor's degree in business, healthcare management, or a related field.

### Employment Type

Full-time

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### Description

#### Town Customer Service Associate Job in Talentvis Singapore Pte Ltd

Are you passionate about helping people and providing excellent service? Talentvis Singapore Pte Ltd is looking for a friendly and enthusiastic Customer Service Associate. In this role, you will assist customers, solve problems, and ensure they have a great experience. If you enjoy interacting with people, this job is perfect for you!

### Responsibilities:

- Welcome and assist customers with their inquiries.
- Handle customer requests and provide quick, helpful solutions.
- Answer phone calls, emails, and messages professionally.
- Ensure customer satisfaction by resolving complaints.
- Keep records of customer interactions and feedback.
- Provide product and service information clearly to customers.
- Work with other teams to improve the customer experience.
- Ensure the workspace is organized and presentable.
- Follow company policies and procedures.
- Support team leaders with additional tasks as needed.

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### Skills:

- Strong communication and listening skills.
- Friendly and positive attitude.
- Ability to handle complaints calmly and professionally.
- Basic computer skills, including Microsoft Office.
- Good time management and organizational skills.
- Problem-solving skills to find quick and effective solutions.

### Hiring organization

Talentvis Singapore Pte Ltd

### Date posted

January 15, 2025

### Valid through

28.02.2025

APPLY NOW

**Qualifications:**

- Minimum GCE 'O' Level or equivalent.
- Training in customer service is an added advantage.

**Experience:**

- At least 1 year of customer service experience is preferred.
- Fresh graduates with a passion for customer care are welcome to apply.

If you enjoy helping others and want to be part of a dynamic team, we'd love to hear from you! Apply now to join Talentvis Singapore Pte Ltd as a Customer Service

**Important Links**