

Customer Service Executive (UAE National) Jobs in Dubai | GMG

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Company: GMG

Location: , Dubai, United Arab Emirates

Category: other-general

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Job Responsibilities:

Deliver effective customer service and assist customers throughout the day as per the standards and guidelines to promote sales.

Interact with customers to provide and process information in response to inquiries, concerns and requests about products and services.

obtain and evaluate all relevant information to handle product and service inquiries

Keep records of customer interactions and transactions, inquiries, comments and complaints

Follow up on customer interactions

Communicate and coordinate with internal departments

Perform any other tasks as requested by the line manager and business needs

Job Requirements:

A minimum of 1-3 years of relevant experience

High School/ Diploma

Fluent in English skills (written and spoken)

Good in Interpersonal & Customer service orientation

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