



<https://jobtacular.com/job/customer-chat-data-entry-job-work-from-home-15-hour/>

Remote Data Entry & Chat Support – \$15/hr | \$25-\$35/hr

Description

We are looking for a skilled Customer Chat Data Entry Specialist to join our client's team. Our client is an online chat support company that provides chat representatives to major brands, and they need someone to help them with customer data entry and chat support. This is a work from home position with a flexible schedule, offering a competitive hourly rate of \$15/hour.

As a Customer Chat Data Entry Specialist, you will be responsible for responding to customer inquiries via chat, entering customer data into the company's database, and providing exceptional customer service. You will also be responsible for meeting or exceeding individual and team performance goals, participating in ongoing training and development, and maintaining a positive and professional demeanor with customers and team members.

Responsibilities:

- Respond to customer inquiries via chat in a timely and professional manner.
- Enter customer data accurately and efficiently into the company's database.
- Address customer needs and concerns in a professional and courteous manner.
- Meet or exceed individual and team performance goals, including productivity and quality standards.
- Participate in ongoing training and development to stay up-to-date on products, services, and best practices.
- Maintain a positive and professional demeanor with customers and team members.

Requirements:

- High school diploma or equivalent required.
- 1+ years of experience in customer service or data entry.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to multitask and prioritize effectively.
- Comfortable with technology and ability to learn new software quickly.
- Reliable internet connection and computer.

Key Skills:

Communication Skills

As a Customer Chat Data Entry Specialist, you will be communicating with customers through chat. Therefore, you should have excellent written communication skills and be able to convey complex ideas in a clear and concise manner. You should also be able to listen actively to customers and understand

Hiring organization

Tech Connect

Employment Type

Full-time

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 15

Date posted

August 28, 2024

Valid through

01.01.2029

their needs and concerns.

Data Entry Skills

Accurate and efficient data entry is a critical component of this job. You should have strong attention to detail and be able to enter customer data quickly and accurately. You should also be familiar with common data entry software and tools.

Customer Service Skills

Providing exceptional customer service is a key part of this job. You should be able to address customer needs and concerns in a professional and courteous manner, and be able to handle difficult situations with tact and diplomacy. You should also be able to work well in a team environment and collaborate with other chat representatives and team members.

Time Management Skills

The ability to multitask and prioritize effectively is essential for success in this role. You should be able to manage your time well and meet deadlines, while also being able to shift focus quickly as customer needs change.

Benefits:

- Work from the comfort of your own home.
- Flexible schedule with the ability to work evenings and weekends.
- Competitive hourly rate of \$15/hour.
- Opportunities for advancement and career growth within the company.
- Comprehensive training and ongoing support provided.

How to Apply:

To apply for this position, please submit your resume and a brief cover letter explaining your interest in the position and why you would be a good fit. Our client is looking for candidates who are self-starters, detail-oriented, and have a passion for helping customers.

About Jobtacular.com:

Jobtacular.com is a job site that brings remote and work from home jobs to you from all over the web. Our mission is to help job seekers find meaningful work that they can do from the comfort of their own homes. We are committed to providing the best remote job opportunities available to job seekers, and helping employers find the best remote workers for their needs. We partner with a variety of companies across industries to bring you the latest and greatest remote job opportunities.

Whether you're a seasoned remote worker or just starting out, Jobtacular.com can help you find the perfect work from home job. Our job board is updated regularly with the latest remote job postings from all over the web. We also provide resources and tips for remote workers to help you succeed in your remote career.

FAQs About Remote Work:

If you're new to remote work, you may have some questions about what it's like to work from home. Here are some frequently asked questions:

Q: What equipment will I need to work from home?

A: You will need a reliable internet connection, a computer, and any necessary software or tools required for the job. Depending on the job, you may also need a headset, webcam, or other equipment.

Q: How will I communicate with my team?

A: Communication will be primarily through chat or email, but there may be occasional video calls or phone calls as needed. It's important to establish good communication practices with your team to ensure that everyone is on the same page.

Q: How do I stay motivated and focused while working from home?

A: Working from home can be challenging, especially if you're used to working in an office environment. It's important to create a dedicated workspace, establish a routine, and take breaks when needed. Setting goals and tracking progress can also help keep you motivated and focused.

Q: How do I balance work and personal life when working from home?

A: One of the biggest challenges of working from home is balancing work and personal life. It's important to set boundaries and establish a routine that works for you. This may include setting specific work hours, taking breaks throughout the day, and creating a designated workspace.

Conclusion:

If you're looking for a work from home job that offers flexibility and the ability to work with major brands, this Customer Chat Data Entry Specialist position may be a great fit for you. Our client is looking for candidates who are passionate about helping customers and have strong communication and data entry skills.

How to Apply

This position requires a short, three-minute online assessment to begin applying. Click the button below to begin the assessment now:

Visit Site

Disclosure

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