



<https://jobtacular.com/job/remote-data-entry-chat-job-15-20-hour/>

Remote Chat & Data Entry - \$15-\$20/hr | \$25-\$35/hr | Home-Based

Description

Our client, an online chat support company that provides chat reps to major brands, is seeking a motivated and experienced Remote Data Entry Chat Representative to join their team. The ideal candidate is an excellent communicator with a positive attitude, who is able to multitask and provide exceptional customer service via chat. This position offers competitive pay and benefits, as well as opportunities for career growth and advancement.

Responsibilities:

As a Remote Data Entry Chat Representative, you will be responsible for a variety of tasks, including:

- Responding to customer inquiries and providing support through chat: You will be the first point of contact for customers who need assistance with their purchases, orders, or other concerns. You will need to be able to communicate clearly and effectively to resolve any issues or answer any questions they may have.
- Entering data accurately into various computer systems: You will be responsible for entering data quickly and accurately into various computer systems, including customer information, order details, and other relevant data.
- Providing excellent customer service in a timely and efficient manner: You will need to be able to work efficiently to respond to customers' inquiries and concerns in a timely and professional manner, ensuring that they are satisfied with the service they receive.
- Keeping records of customer interactions and transactions: You will be responsible for keeping accurate records of all customer interactions and transactions, including chats, emails, and phone calls. This information will be used to track customer satisfaction and resolve any issues that arise.
- Identifying and escalating priority issues to the appropriate channels: You will need to be able to identify any priority issues that need to be escalated to the appropriate channels, such as the customer service manager or technical support team.
- Maintaining a positive and professional demeanor at all times: You will need to maintain a positive and professional demeanor at all times, even in stressful situations. This includes handling difficult customers and resolving issues in a calm and professional manner.

Requirements:

To be successful in this role, you will need to meet the following requirements:

- High school diploma or equivalent: You will need to have a high school diploma or equivalent to be considered for this role.
- Prior experience in customer service or data entry preferred: While prior

Hiring organization

Tech Connect

Employment Type

Full-time

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 15 - \$ 20

Date posted

August 28, 2024

Valid through

01.01.2029

experience is not required, it is preferred. Prior experience in customer service or data entry will help you be successful in this role.

- Ability to type 40 words per minute or more: You will need to be able to type at least 40 words per minute to be considered for this role.
- Excellent written and verbal communication skills: You will need to have excellent written and verbal communication skills to be able to communicate effectively with customers and team members.
- Ability to multitask and work in a fast-paced environment: You will need to be able to multitask and work in a fast-paced environment, as you will be responsible for responding to multiple chats at the same time.
- Strong attention to detail and accuracy: You will need to have strong attention to detail and accuracy to ensure that data is entered correctly and that customers receive the correct information.
- Ability to work independently with minimal supervision: You will need to be able to work independently with minimal supervision, as you will be responsible for managing your own workload.
- Must have a reliable internet connection and a quiet workspace: You will need to have a reliable internet connection and a quiet workspace to be able to work effectively from home.

Pay and Benefits:

The pay rate for this position is \$15-\$20 per hour, depending on experience. In addition to competitive pay, our client offers the following benefits:

- Health, dental, and vision insurance: Our client offers health, dental, and vision insurance to all full-time employees to help you and your family stay healthy.
- 401(k) retirement plan: Our client offers a 401(k) retirement plan to help you save for your future.
- Paid time off: Our client offers paid time off, including vacation days, sick days, and holidays, to give you time to rest and recharge.
- Opportunities for career advancement: Our client is committed to helping its employees grow and advance in their careers. As a Remote Data Entry Chat Representative, you will have opportunities to take on additional responsibilities and move up within the company.

About Jobtacular.com

Jobtacular.com is a job site that brings remote and work from home jobs to you from all over the web. We are dedicated to connecting job seekers with the best remote job opportunities available. Our site features a variety of remote job listings, including full-time, part-time, freelance, and contract positions.

At Jobtacular.com, we believe that remote work can provide individuals with greater flexibility, work-life balance, and opportunities for career growth. We are committed to helping job seekers find the perfect remote job to fit their needs and goals.

FAQs About Remote Work

Here are some frequently asked questions about remote work:

Q: What is remote work?

A: Remote work refers to any job that can be performed from a location outside of a traditional office setting. This can include working from home, a co-working space, or any other location with an internet connection.

Q: What are the benefits of remote work?

A: Remote work can provide individuals with greater flexibility, work-life balance, and opportunities for career growth. Remote workers can often create their own schedules, avoid commuting, and work from anywhere in the world.

Q: What skills are required for remote work?

A: Remote work requires strong communication skills, self-motivation, time management skills, and the ability to work independently. Additionally, remote workers should have a reliable internet connection and a quiet workspace.

Q: How do I find remote job opportunities?

A: There are many ways to find remote job opportunities, including job search sites, company career pages, and networking. Jobtacular.com is a great resource for finding remote job opportunities, as we gather job listings from all over the web and present them in one easy-to-use platform.

If you're interested in applying for the Remote Data Entry Chat Representative position, please submit your resume and cover letter today. We look forward to hearing from you!

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

Disclaimer: Please note that Jobtacular.com is NOT a recruitment agency. We are not an agent or representative of any employer.

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Be sure to check out our partner sites at RemoteJobsSite.com, YourRemoteWork.com and Joballstar.com