

Customer Service Agent

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Company: emaar properties

Location: Manama

Category: office-and-administrative-support

Communicate with current and potential clients via telephone, email, online chat, or social media

Listen attentively to questions and concerns and respond promptly with a resolution according to company guidelines

Maintain a courteous and calm manner at all times to de-escalate stressful situations

Document personal information to create, update, or adjust customer accounts

Prepare call-related information for purposes of auditing and reporting

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