Customer Support Executive Interview Questions And Answers Guide.



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Customer Support Executive Job Interview Preparation Guide.

Question # 1

Explain me what makes for great customer service?

Answer:-

This question should give you a sense of how the candidate views their role. A great answer won't just involve solving a problem or answering a question, but ensuring that the customer had as positive an interaction as possible.

Read More Answers.

Question # 2

Explain me have you tried our product or service? What problems did you encounter?

Answer:-

This might sound like a trick question, but it isn't. A great candidate should feel comfortable talking about their experience using your product or service, and pointing out places where their experience could have been improved.

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Question # 3

Tell us how would you deal with a difficult customer?

Answer:-

It is a common phenomenon for a customer service representative to encounter a customer that they consider to be difficult. This question will seek to find out how the interviewee would handle customers when pushed to the brink and subjected to pressure. Will they maintain their calm? What image of the business will they project? In order to answer these customer service interview questions effectively, the interviewee should clearly explain how they would listen to customer complains, handle a customer who is wrong and deal with a rude customer. Previous examples of how they handled such situations may be helpful.

Question # 4

Explain me a time when you dealt with a difficult customer. How did you handle the situation?

Answer:-

The most difficult customer I've ever seen was someone who came to the customer service counter at the office supply store where I worked. The customer was irate that we would not match a price even though the products were not the same. After I politely explained this to the customer, she began screaming personal insults at me. I kept a smile on my face, apologized for the inconvenience and suggested checking another store. The customer realized that I wasn't reacting to her tirade and soon left.

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Question # 5

Tell me why do you love customer service?

Answer:-

Relatively easy one to start off, but to be great at customer service, a person really has to love it. Otherwise, irate and impatient customers are going to grind on them, and they are going to burn out.

Ideally, when you ask a candidate this question, their should eyes' light up and they'll clearly demonstrate some passion in their answer. Hopefully, the reason is they give is they legitimately like helping people, and are thrilled to do it every day.

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Question # 6

Tell us have you ever had conflict with your team leader or manager?

Answer:-



This can be your answer: No, my work ethic is strong, so there's been no reason for conflict. However, at times I have had disagreements on how to resolve a particular problem for a customer, but I have always been able to talk it out and find a solution that my team leader has supported. Read More Answers.

Question # 7

Tell us how do you handle a customer who starts yelling at you as soon as they pick up and find out that you are a telemarketer?

Answer:-

Not every customer is in the right mood for a sales call, and I understand that. Irate customers are part of the game, and I can easily calm them down with an apology; however, I will usually attempt to get a callback time so a valuable potential customer doesn't lose out on the great benefits your products can give them. <u>Read More Answers.</u>

Question # 8

If the company you worked for was doing something unethical or illegal, what would you do?

Answer:-

Report it to the leaders within the company. True leaders understand business ethics are important to the company's longevity Read More Answers.

Question # 9

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

Answer:-

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

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Question # 10

Tell me about a time when you had to use your presentation skills to influence someone's opinion?

Answer:-

Example stories could be a class project, an internal meeting presentation, or a customer facing presentation. Read More Answers.

Question #11

Tell me what do you enjoy about customer service?

Answer:-

It's important for customer service reps to be empathetic and people-oriented. Good answers might include "I like talking to people and finding out about their lives" or "I love the feeling of helping somebody solve a problem they're having."

Read More Answers.

Question # 12

Explain me what do you do when a customer points out a big, known issue with your product or service?

Answer:-

This question should give you a sense of the candidate's ability to empathize with a customer. Good customer service reps should be able to apologize and acknowledge known problems while assuring customers that your team is working on a solution. Read More Answers.

Question # 13

As you know this position requires functioning well within a team to resolve customer issues. Can you describe your experience working in a team environment and your teamwork skills?

Answer:-

I was part of two teams in college: the baseball team and the student government. Both experiences involved working closely with people who held very different viewpoints from mine. Those differences turned out to be valuable because opposing perspectives resulted in greater solutions than we would have otherwise found. The most important thing I have learned about teamwork is that in order for a team to reach its potential, everyone must contribute and be valued. On those college teams and in every job I've held, believing that everyone has something to bring to the table has resulted in better results and a better culture.

Read More Answers.

Question # 14

Explain me two examples of times when you've turned an angry customer into very happy customer?

Answer:-

This should be an easy question for a great customer service representative to answer. In fact, some candidates might wow you with their response, as they cite a time they personally delivered a particular product to someone or spent 45 minutes after their shift ended talking a customer through a problem. **Read More Answers.**

Question #15

Tell me what do you do if the dialer puts a Do Not Call number through to you by mistake?



Answer:-

As soon as I know that this is a DNC number, I will apologize at once to the customer for the error and assure them that their number will be immediately included in our internal DNC list. I will also make a note in the CRM application so even if the system error happens again the next agent won't be forced to deal with an escalated problem. I will also report the problem to my team leader or manager as soon as I hang up.

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Question # 16

Suppose if a customer came in and wanted to return an item they had obviously used extensively without a receipt, what would you do?

Answer:-

I would first consult the company policy on returns. Then, assuming it follows company policy, I would try to see if they have an account with the store so I could look up their past transactions. If I found their transaction in the system, I would refund them for the purchase. I would search for the price of the item and offer to refund the customer with store credit.

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Question #17

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

Answer:-

Focus on the issue that impacts the business most first. Read More Answers.

Question #18

The change in the business industry now requires you to have a new set of skills you have to learn, how do you react to that?

Answer:-

First, find out which skills are the ones that you're currently lacking. Then identify what the steps would be to acquire/build those skills. Then take action to do so. Read More Answers.

Question #19

Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). How did you handle the situation? What obstacles or difficulties did you face? How did you deal with them?

Answer:-

First, the key is to state the differences in personality to give the interviewer some background. Second, you want to discuss how that was affecting the situation. Third, show how you were able to adapt to the way the person wanted to be communicated with to achieve your goals **Read More Answers.**

Question # 20

Since this is a customer-facing role as you know, you will regularly face conflict. What are your strategies for handling conflict?

Answer:-

My first reaction to conflict is to try to understand the perspective of whomever the conflict involves. My rule of thumb is to first seek to understand, then seek to be understood. Not only does listening to the other person allow me to clearly determine the root of the problem, it also helps ease the tension so we can communicate more calmly and effectively.

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Question # 21

Explain me about some of the problems with previous products or services that you've supported?

Answer:-

This question should give you a sense of how experienced the candidate is and whether the issues they've dealt with in the past have prepared them for the challenges they're likely to face while supporting your product or service.

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Question # 22

Tell me do you mind telling me about a time when you went out of your way to make sure a customer was happy?

Answer:-

I used to work as a customer service representative for an auto insurance company, and one time a customer called with a complaint about the repair shop that was fixing his car. The customer was distraught because he didn't know much about cars and felt he was getting ripped off. The issue didn't really have anything to do with the insurance company because it was not related to a claim, but I told the customer I would call the repair shop and get things straightened out. I was able to talk the manager into reimbursing the customer, and the customer was so happy with my service that he called my manager to recommend a promotion. Read More Answers.

Question # 23

Explain me about an experience you've had with a really irate customer. How did you handle it?

Answer:-

Every customer service rep is going to encounter customers who are upset. Great candidates should remain respectful while continuing to provide as high a level of service as possible.



Read More Answers

Question # 24

If you felt like you were hitting the proverbial "wall" and getting burned out, what would you do to re-energize yourself?

Answer:-

Take a break to rest. Work in smaller increments of time to increase focus with breaks in between. Delegate tasks to those that are willing to help. Read More Answers.

Question # 25

Basic Customer Support Executive Job Interview Questions:

Answer:-

- * Tell me about your previous work experience in customer service.
- * Why would you be a good fit for our company as a customer service rep?
- * What do you know about this company's products and services?
 * What makes you a great candidate for this customer service rep job in particular?
- * What do you enjoy about working in customer service?
- * What are your strengths and weaknesses when interacting with customers?
- * What have you done to be a better customer service representative?
- * What have you done at your present/last company to increase revenues, reduce costs or save time?
- * Tell me about a time when you helped resolve a particularly difficult customer issue.
- * Talk about a time when you were unable to help a customer. What was the issue and how did you handle the situation?
- * What type of customer service systems have you used? What is your level of familiarity with them?
- * Do you consider yourself a team player?
- * What type of organizational structure have you worked within previously?
- * What type of organizational structure suits you best? * What have you done recently to improve your skills as customer service rep?
- * What type of schedule are you looking to work?
- * Would you be available to work additional shifts?

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Question # 26

TECHNICAL Customer Support Executive Job Interview Questions:

Answer:

- * In your eyes, which requirements should be met to fully satisfy a customer or to call a customer support successful?
- * How would you handle an incoming complaint of an upset or even angry customer?
- * How familiar are you with our products and the respective techniques? Have you ever used our products or similar products by competitors for yourself?
- * Did you experience a situation in your last position, in which you haven't been able to solve the customer's problem? What made it impossible to help the customer
- and how did you handle the situation?
- * What do you think common issues about our products would be?
- * In your former position, did you ever participate in the improvement of the customer service systems or even the products the customers complain about? How did you convince others of the necessity of the changes?
- What would you do, if you don't know the answer to a question or cannot solve a problem on your own?
- * How would you proceed in solving a technical problem? What steps would you follow?
- * Would you be able to give training lessons, if necessary?

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Question # 27

SPECIFIC Customer Support Executive Job Interview Questions:

Answer:-

- * What, in your opinion, makes good customer service?
- * Do you remember a customer's issue you weren't able to solve? What made it impossible for you to find a solution and how did you behave towards the client?
- * How would you deal with an upset or even angry customer who's constantly insulting you?
- * Please imagine a situation in which an important customer has got an urgent order, but you know we cannot keep his timeframe. How would you proceed?
- * Do you prefer keeping contact with the client via telephone, e-mail, in person or any other way? What do you think are the advantages and disadvantages of the
- respective channels? * In your former position, did you ever participate in the improvement of the customer service systems? What did you change and how did you convince others of the
- necessity of the changes? * Did you ever use our products or services yourself? What do you think about them and what do you think customers could possibly complain about?
- * What would you do, if you don't know the answer to a question?
- * Can you remember a situation, in which you have turned the customer's unhappiness into the opposite? What made the customer be upset? How did you change his mood?
- * How would you handle a customer that obviously has the wrong view about something?

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Question # 28

GENERAL Customer Support Executive Job Interview Questions:

Answer:-

- * Tell me about your previous work experience as a customer support representative?
- * What have you done to become a better customer service representative?
- * What qualifications do you have that make you suitable for this position?
- * What are the top qualities everyone who works in customer service needs to succeed?



- * Why would you be a good fit for our company as a customer service representative?
- * What do you know about our products and services?
- * What have you done at your previous company to increase revenues, reduce costs or save time?
- * What makes you a team player?
- * Do you prefer to work in a team or alone?

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Question # 29

Top 20 Customer Support Executive Job Interview Questions:

Answer:-

- 1. Tell me about your tech support experience.
- 2. About how many calls did you answer on average in a day?
- 3. What procedures did you follow when you received a call?
- 4. What percentage of all calls were you able to answer without escalation?
- 5. How long were you prepared to work on a call before escalating it?
- 6. What percentage of every 8 hour shift were you either on the phone or available to take a call?
- 7. Would you say there was much diversity in the type of calls you received?
- 8. How did you like working third shift?
- 9. What percentage of your cases needed 2 or more calls to clear the same issue?10. How did you deal with really upset customers?
- 10. How did you deal with really upset customers? 11. How many angry customers would you refer to your supervisor in a week?
- 12. How do you feel about going on the road from time to time?
- 13. Could you deliver a training class if necessary?
- 14. How would you deal with a disruptive student?
- 15. What if he didn't realize he was a disruptive student?
- 16. What sort of ramp-up time do you think you need to be fully productive?
- 17. What are you expecting from this job?
- 18. Where do you see yourself being in 2 years?
- 19. Do you have any questions?
- 20. What qualities do newly hired employees possess?

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Question # 30

Please explain how would you handle an angry call from a customer?

Answer:-

First, you need to allow them to vent their anger. If they are abusive, tell them you're willing to listen, but only if they stop using profanities. Next, hear what they have to say and note down key points. Third, re-state the main points so both of you are clear about the situation. Fourth, find a solution that fits within your company's policies and can redress the customer's problem. Fifth, confirm that the problem has been solved and that the customer is satisfied with the solution. You may not be able to do all of this in one phone call, but this is the essential process. The important part is to keep your cool at all times, and genuinely try to find a solution that will make the customer happy.

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Question # 31

Your client is upset with you for a mistake you made, how do you react?

Answer:-

Acknowledge their pain - empathize with them. Then apologize and offer a solution to fix the mistake.

Read More Answers.

Question # 32

Tell me what is an example of a time when you identified a problem and advocated on behalf of a customer?

Answer:-

Good customer service reps help customers solve problems, but great customer service reps are proactive about looking for ways to prevent problems from occurring in the first place.

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Question # 33

Please explain yourself as someone who can easily handle fast-paced, high-pressure situations?

Answer:-

Yes, I would. I previously worked as a cashier at a busy big-box retailer, and the environment during holiday sales was incredibly hectic. Cashiers were given scores based on the speed at which they completed checking out customers, and too many low scores resulted in discipline from the lead cashier. Many of my coworkers regularly complained that the system was unfair. I embraced the challenge, however, by focusing on the things I could control and ignoring the things I couldn't. This strategy made me the fastest cashier in the store and kept my stress level low.

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Question # 34

How much are you willing to sacrifice to be successful at work?

Answer:-

With anything comes sacrifice. The questions is how much of it are you willing to sacrifice with regards to work life balance, stress, etc?



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Question # 35

If you have multiple projects on your plate, how do you handle completing them on time?

Answer:-

Prioritize based on business importance. Set clear timelines for each so that you know which ones to knock out first. Get your teammates to help if necessary. Read More Answers.

Question # 36

You are not given the tools you need to be successful. How would you change that?

Answer:-

State a business case to your manager / leader as to why you need the tools and make the request for them. Read More Answers.

Question # 37

Tell us what do you do when you don't know the answer to a question?

Answer:-

The key here is honesty. Especially if you have a complex product or service, it's much better for a customer service rep to say "I don't know, but let me find out," than to provide potentially inaccurate information.

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Question # 38

Tell me what do you know about our products and services?

Answer:-

Customer service is all about handling customers on issues relating to the products of a business. As such, the staff members in this department should be conversant with a lot of information relating to the products. The interviewer will want to find out if the interviewee has an interest in their job and how much research they have done before applying for the position. When answering such customer service interview questions, the interviewee should indicate an understanding of the business environment, nature of operations and target and existing markets for the business.

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Question # 39

Walk me through the last two times you were trained on how to support a new product?

Answer:-

A big part of being a customer service rep is learning new features and processes, so you can assist customers on new products or new updates within an existing product. Therefore, a great customer service rep should be able to learn quickly.

Asking this question forces the candidate to talk about their own experiences learning about new products and features, and gives insight into how quickly they can provide service for new products.

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Question # 40

Why are you applying to work here as Customer Support Executive?

Answer:-

This store has been one of my favorite for several years, so when I saw a job opportunity open I was immediately excited to apply. I find the variety of goods and services here to be interesting and current. If given the opportunity, I feel I would be an excellent addition to your team. Read More Answers.

Question # 41

If you were given more initiatives than you could handle, what would you do?

Answer:-

First prioritize the important activities that impact the business most. Then discuss the issue of having too many initiatives with the boss so that it can be offloaded. Work harder to get the initiatives done.

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Question # 42

Explain me what relevant qualifications do you have?

Answer:-

In asking the question, the interviewer is actually looking at two aspects of qualifications. Qualifications obtained from a school setting and qualifications regarding past experience in the customer service field. This will help in determining how suitable the interviewee is for the position for which they have applied. The job applicant should outline their academic qualifications relevant to the job. After this, they should point out the experience they have gained from past jobs. This should be done in a way that demonstrates the application of theory to practical skills, focused on handling real life situations.

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Question #43



please explain how do you stay organized?

Answer:-

Organization ensures calls are handled promptly and efficiently, which is obviously the hallmark of good customer service. A candidate who prioritizes organization should have a clear system for how they stay atop their work. Meanwhile, someone who says something along the lines of "I just wing it" or "I trust my gut" is often prone to disorganization.

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Question # 44

Tell me an example of a time you gave a customer great service?

Answer:-

Great candidates should have specific stories of interactions they've had with customers. It demonstrates that they really do empathize with the individuals they're serving and understand the value of great service.

Read More Answers.

Question # 45

What is your typical way of dealing with conflict? Give me an example?

Answer:-

First, find out what the root of the problem is. Second, determine the best steps to remediation with the best possible outcome. Third, take action to put remediation plans in place.

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Question # 46

What are your strengths and weaknesses as Customer Support Executive?

Answer:-

Your answer should be relevant to telemarketing, so you could say: I have the ability to talk effectively and persuade people. I am a good listener, and that helps me identify customer needs so I can sell more effectively. My one weakness is that I sometimes get too involved with customers, but I have counseled with my previous manager on this and I believe I no longer have that problem.

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Question #47

Tell us do you prefer to work alone or with others?

Answer:-

Customer service is aimed at making the business improve its operations for greater profitability. In effect, staff members should communicate customer tastes, preferences, complains and changing trends to their colleagues and seniors for adjustments and improvements to be made. The interviewee should demonstrate their ability to work, under minimum supervision, within a team. They should leave no doubt as to the benefit they will bring to the business.

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Question # 48

Tell us how do you measure your success as a customer service rep?

Answer:-

Good candidates should put the experience of the customer first, but they should also be conscious of things like response time, tickets closed, and other metrics that translate to cost savings for your customer service department.

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Question # 49

Why did you leave your last position as Customer Support Executive?

Answer:-

This is a tricky question because "anything you say can and will be held against you!" Be careful and only answer with a positive tone. You can say that you didn't find the job challenging enough for your skills, or that the workload was sporadic and you spent, say 40%, of your time on 'idle' mode. Never speak ill of your last employer because it shows that you will do exactly the same once you leave this one! Protect the image of your previous employer, and your current one will respect you for it.

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Question # 50

Tell me what would you do if a customer was rude to you?

Answer:-

I would try to keep a happy and calm demeanor with them while trying to assist them with whatever they need. In this type of situation, I could think about customers who are friendly to keep my mood positive.

If I was dealing with them one-on-one I would try my best to help them without giving into their rudeness. I would smile and be as friendly as possible.

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Question # 51

You notice there are too many non productive internal meetings being held, what do you do?



Answer:-

Reach out to your boss and let him know that first you value his leadership and organization but that you are being overwhelmed with the amount of non productive internal meetings.

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Question # 52

Tell me what types of customer service systems have you used in the past?

Answer:-

There are a lot of customer support systems out there. Some of the more common ones include Zendesk, Freshdesk, Desk.com (owned by Salesforce), Zoho Support, and Jira Service Desk.

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Question # 53

Tell me how would you handle a high pressure environment?

Answer:-

I am highly organized, and I prioritize my workload so that everything gets done on time and with high quality. I also leave room for urgent tasks that might be assigned to me so that my schedule is basically unaffected by emergencies.

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Question # 54

Suppose the credit card machine is broken. What do you say to the customers?

Answer:-

I'm sorry for the inconvenience, but we are still able to take cash or checks. There is an ATM nearby, so if you would like to get cash, I would be more than happy to hold your merchandise for you.

I would offer to hold the customer's merchandise for up to 48 hours and call them when the machine is working again. Then, they could retrieve their merchandise and pay with a credit card.

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Question # 55

What do you consider ethical spending on an expense account?

Answer:-

It depends on the role - but the better way to answer this is to ask the interviewer what their expectations are with regards to what the role can expense and then simply state that you'll stay within those parameters

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Question # 56

Tell me what would you do if your replacement didn't show up?

Answer:-

I would first try to get in contact with my replacement to see if he is on his way. I would then tell my manager about the situation to see if anyone else could relieve me in the meantime. Then, I would wait until a replacement came.

I wouldn't leave the store understaffed. I would call my manager to let him know the problem and see if a quick solution could be found.

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Question # 57

Explain me how many calls per hour can you make on an average campaign?

Answer:-

Make sure you do your homework/research before you answer: My average call handle time was about X minutes at my previous job. On a similar campaign I can typically make 60/X calls per hour. On a predictive dialer I can usually make 10 to 20 percent more calls. Read More Answers.

Question # 58

Explain are you able to work with multiple phone lines?

Answer:-

Yes, this has been part of my training, and my previous job entailed handling several lines. I have good multi-tasking skills and my previous employer can vouch for this.

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Question # 59

Tell me how would you respond if you didn't know the answer to a question?

Answer:-

A great candidate for a customer service position should have a strong answer for this one ready to go, as this is an unavoidable part of the job. No matter how much training a customer service rep gets, there are always going to be questions they don't know how to answer, and they need to be able to deal with that. **Read More Answers.**



Question # 60

Tell us what are your goals as a telemarketer?

Answer:-

My goal is to have a very short learning curve on this particular product portfolio. By doing this, I can aim to be among the top performers in the next 3-6 months. After showing consistent results for another 6 to 12 months, I will aim to become a team leader in the same company because I believe that growing with the same company will give me a strong foundation for my career growth.

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Question # 61

Explain me what is customer service?

Answer:-

This question seeks to find out whether the interviewee has a good grasp of the field and what is involved. Most of the information required to answer this question will be learnt through theory classes. This will show how well the applicant qualified in their theory examinations. In answering such a question, the applicant can define what customer service is and what the staff members in a customer service department do on a daily basis. They should also outline that there are different levels of customer service and briefly state the benefits of good and efficient customer services. cit.

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