

<https://jobable.govhelp.in/job/front-line-employees-job-application-vedantu-careers/>

## Front-Line Employees – Job Application – Vedantu Careers

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 12 - USD 21

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Front-Line Employees

As a Front-Line Employee at Vedantu, you will play a crucial role in supporting our students and ensuring their success. You will be the first point of contact for students and their parents, providing them with exceptional customer service and addressing their needs promptly and efficiently. You will also be responsible for various administrative tasks, data entry, and ensuring smooth operations within your assigned team.

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## Vedantu Careers

### Responsibilities:

- Provide excellent customer service to students and parents through phone, email, and chat support.
- Address student and parent inquiries promptly, accurately, and with empathy.
- Escalate complex issues to the relevant team members for timely resolution.
- Assist with administrative tasks such as data entry, scheduling, and maintaining records.
- Contribute to a positive and collaborative team environment.
- Stay updated on Vedantu's offerings, policies, and procedures.

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### Hiring organization

Vedantu

### Date posted

February 2, 2024

### Valid through

31.08.2024

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### **Vedantu Jobs For Freshers**

#### **Skills:**

- Excellent communication and interpersonal skills.
- Strong problem-solving and analytical abilities.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.
- Adaptable and willing to learn new things quickly.
- Positive and enthusiastic attitude with a strong work ethic.

#### **Tags:**

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