

Coordinator - Work From Home

We are looking for an energetic and dynamic person to join our team for the position of Coordinator. We are a healthcare software company. You will spend a significant amount of your time liaising with clients, health care workers, and other organizations.

You will be expected to work between 7:00am to 1:40pm - Monday to Saturday (40-hour contract).

You can work from home.

The ideal candidate will possess the following background and skills:

- Two or more years of experience in a similar role.
- Excellent written and spoken English language skills with a pleasant phone manner.
- Experience calling clients
- Ability to communicate clearly, effectively and accurately.
- Ability to effectively multi-task, organize and prioritize work.
- Self-motivated and able to work remotely with little or no supervision.
- Excellent phone and email etiquette
- Patient and calm under pressure, with the ability to deal with escalations and client emergencies to see through to successful resolutions.

Job Description

- Contact potential or existing customers via phone and email to inform them about a product or service using scripts.
- Developing and sustaining solid relationships with customers to encourage repeat business.
- Coordination of clients
- Developing in-depth knowledge of our products and services to make suitable recommendations based on customers' needs
- Enter and update customer information in the database.
- Answer and record details of phone calls

•

To apply please submit your resume and or cover letter via email to hr@esperance.group