



<https://jobsleworld.com/jobs/customer-service-representative-job-in-bahrain-alba-bahrain-careers/>

Customer Service Representative

Job Location

Bahrain

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 3500 - USD 4800

Qualifications

Bachelor's degree in Business Administration, Communication, or related field

Employment Type

Full-time, Part-time

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Hiring organization

Alba Bahrain

Date posted

December 29, 2024

Valid through

31.07.2025

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Description

Customer Service Representative Job in Bahrain – Alba Bahrain Careers

Do you have excellent communication skills and a passion for providing top-notch customer service? Alba Bahrain (Aluminium Bahrain), a globally recognized leader in the aluminum industry, is hiring a **Customer Service Representative** to enhance customer satisfaction and streamline client interactions.

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Details of Customer Service Representative Job in Bahrain

- **Company:** Alba Bahrain
- **Position:** Customer Service Representative
- **Location:** Bahrain
- **Qualification:** Bachelor's degree in Business Administration, Communication, or related field
- **Job Type:** Full-time
- **Experience:** 1-3 years in customer service or client-facing roles
- **Language Skills:** Proficiency in English; knowledge of Arabic is an advantage
- **Salary:** BHD 600 to BHD 1,000 per month

About the Job

As a **Customer Service Representative**, you will act as the primary point of contact between Alba Bahrain and its customers. You will handle inquiries, provide support, and ensure a seamless customer experience by addressing needs promptly and professionally.

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Key Responsibilities

- Respond to customer inquiries via phone, email, and chat in a timely and courteous manner.
- Maintain a comprehensive understanding of Alba Bahrain's products and services to assist clients effectively.
- Process orders, invoices, and service requests accurately.
- Resolve customer complaints by identifying issues and implementing appropriate solutions.
- Collaborate with internal teams to meet customer requirements and expectations.
- Update and maintain customer records in the CRM system.
- Provide feedback to management regarding customer trends and areas for service improvement.
- Assist with administrative tasks related to customer service operations.

Requirements

- Bachelor's degree in Business Administration, Communication, or related field.
- Previous experience in customer service, preferably in a corporate or industrial setting.
- Proficiency in using CRM tools and Microsoft Office applications.
- Strong problem-solving skills and a customer-first attitude.
- Excellent verbal and written communication skills in English.
- Ability to multitask and work effectively under pressure.
- Team-oriented and adaptable to dynamic work environments.

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Benefits

- Competitive salary package.
- Comprehensive health insurance and benefits.
- Annual leave and airfare allowance.
- Career development and training opportunities.
- Exposure to a multicultural and dynamic work environment.
- Transportation allowance or company-provided shuttle service.

How to Apply

Interested candidates are encouraged to apply through Alba Bahrain's official careers portal. Attach your updated CV and a cover letter highlighting your customer service experience and skills. Ensure all certifications and references are included

in your application.

Why Join Alba Bahrain?

Working at Alba Bahrain means becoming part of a globally recognized organization that values innovation, collaboration, and excellence. If you're ready to elevate your career in customer service, apply today and make a difference!

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