



Call Handler
<ul style="list-style-type: none">• Good telephone manner• Calm• Computer literate• Able to work on own initiative• Reliable• Friendly• Professional
<p>To answer incoming telephone queries</p> <p>Determine the best advice for the caller</p> <p>Record any interactions that occur.</p> <p>Pass queries to the relevant individual that can not be answered during the call.</p> <p>Follow up calls if necessary.</p> <p>Develop any protocols and strategies.</p> <p>Any other tasks that may be required.</p>