

Customer Service Representative

Turek's Plumbing is a locally owned, growing company, and adding to our team. We are always looking for the RIGHT person with the RIGHT attitude and who is reliable and willing to be a team player. We need someone that just doesn't simply want a job, but is looking for career. We hire honest, ethical people who are aggressive and want to join an expanding company.

Full Job Description

We are adding another position to our team. We are looking for a customer service and dispatch representative new that can step in to "Create Terrific" by following our company values.

- Supportive: Willingness to help the team and customers for the benefit of all.
- Honesty: Do what you say, say what you do and follow through
- Commitment: Meeting the needs of the company by being accountable and reliable.
- Growth: Being a continuous learner, always looking for new and better ways.
- Communication: Listening, understanding and sharing information and knowledge in a meaningful way.
- Safety: Putting the well-being of employees and clients at the forefront of everything we do.

We are looking for a candidate with office experience including one year or more of customer service and/or dispatch. Candidate must also have with knowledge of computers/database/spreadsheet/word documents.

Please inquire if you feel you would be a good match to the described duties. Monday - Friday 8:30am-5pm depending on volume. Pay depends on experience

Job Duties:

- Answer incoming customer inquiries
- Collaborate with management teams to stay updated on new products, services, and policies
- Record customer information within our customer service database
- Engage with clients in a friendly and professional manner while actively listening to their concerns
- Offer support and solutions to customers in accordance with the company's customer service policies
- Other duties as requested

Work Remotely

- No

Job Type: Full-time

Pay: \$14.00 - \$17.00 per hour

Benefits:

- Employee discount

Schedule:

- Day shift
- Monday to Friday

Work Location: In person