



# WANTED! CUSTOMER SERVICE REPRESENTATIVES

**South Bay One-Stop Business & Career Center - Inglewood** in partnership with a premier manufacturing company is seeking **Customer Service Representatives**.

**QUALIFICATIONS**

- Excel, Word, Outlook
- Multi-Tasking
- Self-Learner
- Problem Solving
- Listens Well & Effectively Resolves Conflict
- Enjoy Customers and Other Employees
- High School Diploma or GED
- Bilingual: English / Spanish

**DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Process sales orders and billing.
- Process warranty complaints.
- Maintains customer records by updating account information.
- Answers phones efficiently and follow up in a timely manner.
- Prepare various reports for management and the office team.
- Help with other departments as needed.
- Work directly with customers to solve all of their needs in a timely and efficient manner.

**SALARY:** \$14-\$16 PER HR

**Benefits:**

- Hourly Pay
- Health & Dental
- Vacation, sick, birthday & holiday pay



If you meet the basic requirements and are interested in the opportunity to work for this outstanding company, please click the link below to complete the interest form.

**CUSTOMER SERVICE REPRESENTATIVE INTEREST FORM**

Copy and paste or type exactly as follows to the address bar: <http://goo.gl/forms/qjsr4vh3gM7wqCHU2>

**SOUTH BAY ONE-STOP BUSINESS & CAREER CENTER - INGLEWOOD**

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**~MILITARY VETERANS ARE ENCOURAGED TO APPLY~**

