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SOUTH BAY WORKFORCE



INVESTMENT BOARD



Customer Service Representative, -Inglewood

The nation's largest and most comprehensive service provider to museums, galleries, auction houses and private collectors has an immediate opening for a Customer Service Representative (CSR) in its LA office.

The essential functions of the CSR include, but are not limited to, responding to customers' information requests, job orders and special needs, while maintaining a high level of customer satisfaction.

The ideal candidate will possess the following as minimum qualifications:

Strong attention to detail, customer service oriented and able to work in a high pressure environment possessing both strong oral (pleasant speaking voice) and written communication skills; A minimum of 2-4 years of customer service and/or sales related education experience/training; Demonstrated proficiency utilizing Microsoft Office is required. Familiarity with Filemaker Pro a plus; Knowledge of or background in art or the art services industry helpful, but not required.

If you desire to relocate or otherwise wish to be considered for this position, please submit your resume to HR via jobs_la@artexfas.com. Consideration will be granted ONLY to those who possess the minimum qualifications as stipulated above.