

Customer Service Representative

A large company in Bartlett is looking for a Customer Service Representative for a temporary project through August.

Responsibilities:

Speak in depth with customers and take orders over the phone
Inform customers of changes and answer general information questions
Perform basic clerical responsibilities: filing, typing documents, etc.

Requirements:

At least one year of customer service experience required.
Must have strong communication and grammar skills.
Must have intermediate skills in Microsoft Word and Excel.
Experience working in a call center is preferred.
Must be able to multi-task and have a stable work history.
Salary: \$12 an hour.

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m. Rotate 9:00 a.m. – 6:00 p.m. one day a week.