

Customer Service Representative (Part-Time)

A large company in Northeast Memphis is looking for a part-time, temporary indefinitely Customer Service Representative.

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: \$10-\$12 an hour DOE

Hours: Part-time, Monday – Friday, 10:00a.m. – 4:00 p.m. (no lunch)

To further explore this opportunity, please submit your resume to staff@brannonprofessionals.com