

Customer Service Representative

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

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: Monday – Friday, 8:30a.m. – 5:00 p.m or 9:00a.m.-6:00p.m. hours will vary