

Customer Service Representative

If you're looking for a great opportunity with a great company this job is for you. Customer service position with a specialized company seeking self motivated business professionals. This position consists of customer service and data entry. This is a fast growing company with a professional working environment. Space is limited- apply today.

Job Description: Provide exceptional levels of service while communicating and corresponding with our customers both internal and external.

Responsibilities include but not limited to:

- Provide clients with customer service support
- Answering customer phone calls
- Gathering, maintaining and verifying customer information
- Processing customer sales orders
- Proficiently quote orders/projects
- Sending out confirmation of orders
- Faxing business materials
- Process and review all credit applications
- Process and review all tax and ID resale numbers
- Coordinate promotional/special sales orders with sales team and operations director/manager
- Filing of various business materials
- Schedule deliveries
- Provide support for inside/outside sales representatives

Job Experience:

The qualified candidate will be proficient at multi-tasking, able to work in a fast paced environment and possess great organizational skills.

Required

2+ Years Customer Service & Office Environment Experience

2+ Years Data Entry Experience

Proficient in MS Windows, MS Excel, MS Word, and Email software

Preferred

Experience with MAS 90 and MAS 200

Experience with Business Systems

Familiarity with Native Plants would be a distinct advantage

Associates Degree in Business, Biology or a related field

Report to: Operations and Customer Service Manager/Director

Oversee: None

Salary: TBD on Experience