

Customer Support Representative

Our Customer Support Representative professionally, promptly and efficiently operates a multi-line telephone console, greets customers, answers customer's questions, disseminates routine information to the public, answers general sales questions, and assists sales staff. They also effectively and accurately performs routine clerical duties such as filing, photo copying and mail processing, along with additional related office work as needed.

Skills:

- Customer service attitude!
- Familiarity with social media posting and marketing ads development a plus
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Professional appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks

Schedule: 8:00am - 3:00pm Monday - Friday