

CUSTOMER SERVICE REPRESENTATIVE

Want to be a part of a growing organization with a fun environment?

We are currently seeking an experienced, professional and motivated team player with excellent & effective interpersonal communication skills to join our growing organization.

POSITION RESPONSIBILITIES

- Communicate clearly and effectively with our customer base while establishing a relationship with them, as well as new customers
- Prepare class and discounts quotes to the customers
- Have excellent negotiation skills
- Communicate clearly and effectively with other individuals in the organization
- Perform various special project as needed

PREFERRED QUALIFICATIONS FOR THIS POSITION ARE

- 1 to 2+ years experience as an customer service representative with class and discount rate quote preparation
- Excellent communication (oral & written) and interpersonal skills
- Ability to negotiate effectively
- Ability to multitask and resolve situations in a timely manner
- Detail-oriented, assertive and well organized
- Computer literate and basic knowledge of Excel, Word and AS400
- Must be a team player, self-starter, strong work ethic and have an outgoing/positive attitude
- College degree a plus, but not required
- Bilingual (English/Spanish) preferred, but not required

COMPENASTION AND BENEFITS

- Depending on experience
- Medical insurance
- Vacation pay, Sick and Holiday Pay
- Life, Disability

Please email your resume to Vince Prebanda at vprebanda@jtsexpress.com