



Customer Service Rep

Chatsworth, CA (<http://maps.google.com/maps?q=9401+De+Soto+Ave+Chatsworth+CA+91311>) • Sales



[Apply \(/Recruiting/Jobs/Apply/495728\)](/Recruiting/Jobs/Apply/495728)

Job Type

Full-time

Description

- Provide service support to Customers, Distributors and Channel Partners
- Review, process, and record orders and/or inquiries received by mail, telephone, and/or through customer personal contact.
- Interface with customer daily regarding routine requests and/or issues.
- Ensure all customers and sales staff is served with a responsive and satisfactory communication link.
- Manage Excel reports (Align & Customer) including Open Order Report.
- Track order activity, and alert appropriate staff of any potential delivery problems and coordinate with internal team to resolve delivery issues.
- Perform other related duties as assigned by management.

Requirements

- 2 years prior experience in Customer Service preferred
- Excellent Customer Service Skills
- Excellent verbal and written communication skills
- Proficient in Microsoft Office programs, particularly Excel.
- Commitment to excellence and high standards
- Strong organizational skills; able to manage priorities and workflow
- Ability to work independently and as a member of various teams and committees.
- Ability to understand and follow written and verbal instructions
- Professional appearance and demeanor
- Ability to effectively communicate with people at all levels and from various backgrounds
- Acute attention to detail
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm

- Vaccination is required and the Company will consider accommodations for disability and religious-based reasons

[Apply \(/Recruiting/Jobs/Apply/495728\)](/Recruiting/Jobs/Apply/495728)

[↩ View All Jobs \(/Recruiting/Jobs/All/6c0d57a7-e412-41e2-b9cd-312ba39babae\)](/Recruiting/Jobs/All/6c0d57a7-e412-41e2-b9cd-312ba39babae)

Powered by  paylocity
Privacy Policy (<https://www.paylocity.com/privacy/>)