



Customer Service

Responsibilities include:

- Calling our clients to ask about our service.
- Entering any deficiencies into our system and working with our managers to assure these deficiencies are corrected.
- Resolve product or service problems by clarifying the customer's complaint, determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Will need to be comfortable on a computer using google apps, excel as well as our database which we will train on.

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