

Service Representatives

Job ID AB03020

Scope of position:

The selected candidate will be responsible for prompt customer service. The position is directly responsible for assisting new and existing customers with the orders of install and repair basic telephone service.

Job responsibilities:

Assisted and answer all incoming customers calls.

Be calm, courtesy, and pleasant on all calls.

Know the company estimates and cost.

Scheduling customers appointments with field technicians.

Some computers and typing knowledge.

Knowledge of company policy and conducts.

Qualifications:

At least on year office experience.

High school diploma or state equivalency certification required.

Must be flexible to work overtime, evenings, weekends, and holidays as required.

Working knowledge of PC Windows applications.

English written and verbal communication skills required.

Requirements:

Experience: Previous on year recipients, typing skill, and verbal contact.

Education: High School diploma or state equivalency.

Job Type: Part time or full time.

Language: English-reading, spoken, and written. Come Spanish-spoken.