

CUSTOMER SERVICE REPRESENTATIVE

Empire Comfort Systems
Belleville, IL

Responsibilities

- Respond to customer requests in a timely manner through email, phone, and fax
- Provide Switchboard back-up when needed
- Process customer e-mail correspondence
- Provide assistance to sales representatives for an assigned territory
- Ability to solve problems in a variety of situations

Requirements

- Excellent written and oral communication
- Ability to remain professional with customers at all times
- Manage high volume of work
- Experience with Outlook, Excel, and Microsoft Word

Qualifications

- Must be 18 years or older
- High School Diploma/GED Required

Benefits

- Health/vision/dental
- 401K Plan
- Life insurance
- 10 scheduled holidays
- Paid time off

Ready to Apply?

Please send resume to our Human Resources Manager at jobs@empirecomfort.com.
Please include "Customer Relations" in the email subject line.

