

CUSTOMER SERVICE REP (West Palm Beach, FL)

compensation: **\$12.00 per hour, possible \$13.00 after 90 days depending on review**

employment type: **full-time**

We are a family owned & operated ac company located in West Palm Beach, Florida looking for a full time customer service rep for our busy company.

Duties to include, but not limited to:

Answer phones in a pleasant and professional manner.

HEAVY Data Entry

Maintain customer databases

Prepare and process invoices

Scheduling Inspections

Processing Permits

Job Requirements:

Experience working in the HVAC industry a definite plus.

Proficiency with Word, Excel, and Outlook

Advanced customer service skills

Ability to multi-task

Organizational skills necessary

Geographical knowledge of service area

Candidate should possess an entrepreneurial spirit.

We are a drug free work place, with background checks.

Please email your resume for consideration. Only those in the Palm Beach County area will be considered.