



Job Opportunity – Customer Service Representative

Position Title: Customer Service Representative
Department: Sales Department
Supervisor & Title: Daniel Perlak

Position Responsibilities

- Provide account penetration in established accounts
- Assist in handling smaller opportunities
- RMA processing (Return Merchandise Authorization)
- SOW processing (Service Order Worksheet)
- Tracking problem orders
- Tracking customer undelivered orders
- Put in the Corporate Sale leads distribution
- Customer visits with Account Executive
- Prospecting

Skill Requirements

- Previous sales experience is a plus
- Attention to detail and accuracy along with excellent communication skills both spoken and via email.
- Ability to manage multiple projects
- Ability to work independently with flexibility
- An individual that is “self motivated” and can work with limited supervision
- Must be a team player
- Exceptional organizational and relationship-building skills
- Have commitment, integrity, and strong work ethic.
- Attendance and Punctuality is a MUST

If you are interested in applying for this position; please submit your resume and SALARY requirements to karar@barcoding.com.