



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Customer Service Representative

Description:

Preferred Personnel's client is looking for a hard-working individual to join their team as a customer service representative!

Job duties will include but are not limited to:

- Providing prompt, courteous, and professional assistance to callers inquiring for services
- Inputting data
- Back up to receptionist when needed
- Other duties as assigned.

Qualifications:

- Computer proficiency
- Previous Data Entry Skills a plus!
- Excellent phone etiquette
- Great Customer Service Skills
- Attention to Detail
- Organized
- **Bilingual a Plus!**

APPLY TODAY!