



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Bilingual Customer Service Representative

Description:

Preferred Personnel's client is looking for a Bilingual Customer Service Representative for their Odessa office! Job duties will include but are not limited to: providing prompt, courteous, and professional assistance to callers inquiring for services, inputting data, and other duties as assigned.

Qualifications:

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

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com!

Preferred Personnel was established in 1986. We are a provider of a vast array of employment-related services. Our specialties include executive and technical recruiting, professional contracting, corporate outplacement, and temporary clerical services.

www.preferred-personnel.com