



NOW HIRING!!!

Customer Service/Support Agent

Job Category: Customer Service

Location: 1800 N.W. 135 Ave Bay 102, Miami, FL 33182

Job Hours: Full time/ Monday- Friday /8:30am – 5:00pm

COMIMPEX Flooring & Finishes is now hiring an entry-level Customer Service Representative to help our clients with service requests when they contact our office. Our expert staff, with over 45 years of experience combined in wholesale distribution of high end Italian porcelain tile and setting materials, is focused on distribution of our products to dealers, contractors, architects & designers, and developers.

Salary Range

\$10-12/hr. with differential pay for Bilingual & professional experience

Job Description

- Data Entry, collecting payments, invoicing, and answering incoming phone calls
- Build connections and trust with customers.
- Identify customer needs.
- Create, review, and update client accounts.
- Help customers find and purchase the best products and services.
- Work with local vendors to procure inventory
- Coordinate local freight services and deliveries with vendors and clients

Requirements

- Bilingual (English/Spanish), strong English fluency
- A minimum of one year Outstanding Customer Service Experience (Call Center, Retail, Restaurant, Hospitality, Etc.)
- Strong PC & Windows software programs including: MS Word, Excel & Outlook knowledge required. Quick Books knowledge preferred.
- Excellent interpersonal, verbal and written communication skills
- Detail-oriented with the ability to multi-task in a fast paced environment
- Issue Resolutions skills
- Aptitude and willingness to learn and grow
- Contributes to team effort by accomplishing related results as needed
- Adaptability/Flexibility to changes in a growing organization

Please submit your resume via email to office1@comimpexgroup.com