

Customer Service Rep/Office Assistant

In the subject line please indicate job title. If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

To apply please send resume to:
Adrienne.conger@oconestop.com

Location: Brea, CA

Education Required: HS Dip/GED

Compensation: \$ 17.00

Experience Required:

of Openings: 1

Temp to Hire/ Direct: Temp to Hire

Summary: An employer in Brea needs a Customer Service Rep/Office Asst. TTH (long term temp though, from August-March then convert to perm)

Hours and Schedule: Training hours for first 6 weeks will be M-F 7:00am-4:00pm and then after training, schedule will be M-F 8:00am-5:00pm

Requirements:

- Fluent in English (Verbal and Written)
- Proper Phone etiquette
- Computer skills required
- Has a high school diploma or GED
- Strong organizational skills and attention to details
- Ability to develop and maintain positive working relationships at all levels of the company
- Positive attitude and willingness to learn
- Ability to successfully multitask
- Time Management Skills

Responsibilities:

- Answering phone calls and assisting or directing them to the proper resource
- Receive and process Purchase Orders from Customers with accuracy and proper documentation
- Greet and assist in-office visitors
- Customer follow up and relationship building
- Help maintain accounts in CRM
- Respond effectively to customer inquiries regarding products, stock checks, and back orders
- Help resolve customer issues
- File paperwork as assigned
- Help Operations Manager as assigned

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, please call 949-241-4900. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this program.

