



Full-time Customer Service Representative Position

Position Description

ABOUT THIS OPPORTUNITY

Look what Denco Sales has to offer...Competitive pay, excellent benefits and a great work schedule!!

We are seeking a Full-time Customer Service Representative to join our growing team. Denco Sales typical operating hours are Monday through Friday from 8 a.m. – 5 p.m.

The Customer Service Representative (CSR) provides superior service by delivering products and services to exceed customer expectations. The CSR will focus on the individual needs of each customer, directly or through the support of other team members, promoting long-term relationships and superior customer service.

Current locations for this opportunity:

No openings at this time

Job Duties include the following:

- Build strong customer relationships, loyalty and retention through exceptional customer service and the presentation, awareness and understanding of our products and services.
- Utilize computer systems to assist with pricing, availability and alternate product selection.
- Place orders and resolve pricing situations encountered during customer transactions using current sales policies.
- Refer customers to other internal/external resources when the need arises.
- Work effectively with others in a team based environment to accomplish company goals and to identify and resolve problems.
- Perform necessary housekeeping duties in order to maintain a clean, safe, organized working environment.
- Ensure that all purchase documents comply with established processes, policies and procedures and are documented sufficiently for future reference.

Position Requirements:

- Ability to multi-task and continually prioritize tasks to be completed throughout the day
- Ability to follow verbal and written instructions with minimal supervision
- HS Diploma or equivalent
- 2-3 Years of customer service experience preferred
- 1-2 Years of sales experience preferred
- Experience identifying problems and offering alternative solutions and/or courses of action based on available resources
- Effective written and verbal communication skills
- Ability to work continuously at a sales counter or use a phone headset for extended periods of time

Besides offering a comprehensive compensation package, Denco Sales also provides excellent promotion opportunities. Apply today to express your interest in a great organization!! We look forward to hearing from you! Please respond [here](#) with your resume or fax to 303-209-4250.