The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 03/28/2024

Robert Half®
is now hiring!

20910

Silver Spring, MD, 20910

Customer Service Representative

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: $15.00 to $19.00 hourly
Employment status: Contract / Temporary

Description

Robert Half has a need for a highly-skilled and articulate Customer Service Representative. This position would be best suited for someone that is a natural self-starter and who can handle multiple projects at once with an optimistic attitude. A company in the Silver Spring, Maryland area is seeking a Customer Service Representative for a contracted / temporary position.

Responsibilities

- Employ strong prioritization skills and a sense of urgency

- Deliver outstanding, friendly customer service in a timely fashion

- Perpetuate a number of different office filing processes and offer general office filing support

- Maintain various office files and provide general office filing support

- Answering all incoming phone calls

- Put in orders for office and kitchen supplies

- Assist other administrative staff with support overflow work, including word processing, data entry and Internet research tasks

- Receive, review, and distribute incoming mail according to specified procedures

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Requirements

- Observant, accurate and able to thrive in a fast-paced environment

- 1+ years of related experience

- Optimistic, creative, resourceful, solution-oriented, and tech-savvy

- Excellent phone etiquette and ability to establish rapport with diverse clientele

- Excellent communication and organizational skills

- Customer service and office administrative skills

- Strong organization skills with a sense of urgency and capable of prioritizing multiple tasks

- Available to work in-office and be commutable to Silver Spring, Maryland

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-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit https://roberthalf.gobenefits.net/ for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.