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

Robert Half®
is now hiring!

22066

New Orleans, VA, 22066

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: $16.00 to $18.00 hourly
Employment status: Contract / Temporary

Description

Join Our Team as a Customer Service Representative!

Robert Half is trying to fill a position for an articulate, highly skilled Customer Service Representative in the growing Investment Management/Companies industry. Are you always outgoing and sociable? This could be a great position for you. Be prepared to come into a dynamic and fast-paced environment in this role. This could be the New Orleans, Louisiana Customer Service Representative position you're looking for, if you're available for short-term contract employment.

Responsibilities

- Give exceptional customer service in a timely fashion

- Receive and send written business correspondence

- Receive and place telephone calls

- Be a part of business development by actively cross-selling and referring customers

Requirements

- Microsoft Excel experience required

- Proficiency in Microsoft Outlook

- Microsoft Word experience desired

- 2+ years' experience of demonstrated performance in a goal-driven & customer-focused environment preferred

- Strong problem solving and analytical skills

- Ability to exude confidence, knowledge, and empathy when interacting with internal and external partners and clients/customers

- Proficient with diversified computer software and systems

- Familiarity with Customer Relationship Management (CRM) systems, e.g., ACT!, Illustrator, Highrise, and Insightly

- Excellent oral and written communication skills

- Strong proficiency with Microsoft Office applications, specifically Word, Outlook and internet applications

- Comfort in pursuing resolutions to complicated customer inquiries using complex research methods

- Excellent customer service and office administrative skills

- A consistently positive approach to your work that is rooted in a businesslike professionalism

If you derive professional and personal satisfaction from the expert application of customer service on a case-by-case basis, we want to hear from you. Apply today!

-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.

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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Apply Here For Job Posting

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

This Job Posting will expire in 10 days.