

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 \$17.00 hourly
Employment status: Contract / Temporary

Description

If you love building solid customer relationships, this Customer Service Representative position via Robert Half might be for you. If you're articulate and highly-skilled, this Customer Service Representative position could be an excellent career opportunity for you! This Customer Service Representative job is long-term contract and located in Fairfax, Virginia. If you're at your best when working in a dynamic, rapidly-changing call center, this could be the position for you.

Your responsibilities in this role

- Receive and send written business correspondence
- Be a part of business development by actively cross-selling and referring customers
- Give exceptional customer service in a timely fashion
- Manage incoming telephone calls

Requirements

- Have at least 1 year of experience
- Administrative Office experience
- Proven experience going the extra mile to solve complex customer inquiries via extensive research
- Excellent verbal, written, and social communication skills
- A consistently positive approach to your work that is rooted in a businesslike professionalism
- Strong Microsoft Office skills
- Excellent computer skills
- Demonstrated ability to interact effectively with internal and external partners and clients/customers
- Customer service and office administrative skills
- Proven knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly

- Strong problem solving and analytical skills

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This Job Posting will expire in 10 days.