



is now hiring!

Customer Service Representative
<p>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.</p> <p>Salary range: \$17.10 to \$19.80 hourly</p> <p>Employment status: Temporary</p>
<p>Description</p> <p>This Customer Service Representative position via Robert Half might be for you, if you like the idea of working in a dynamic, rapidly-changing call center. Do you love building solid customer relationships? You might be the articulate, highly-skilled Customer Service Representative we're looking for. This Customer Service Representative position is based in the McLean, Virginia region and is a long-term contract / short-term contract employment opportunity.</p> <p>Your responsibilities in this role</p> <ul style="list-style-type: none">- May support business development and client referral goals by actively cross-selling and referring customers- Organize and route incoming telephone calls- Give exceptional customer service in a timely fashion- Retrieve and oversee the sending of written business communications
<p>Requirements</p> <ul style="list-style-type: none">- Comprehensive knowledge of customer service- Proven knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly- Comfort and confidence when interacting with internal and external partners and clients/customers- Demonstrated experience performing extensive research to resolve complex customer inquiries- Strong technical skills including proficiency with MS Office- 1+ years of past relevant experience- Strong communication skills and able to receive criticism well- Proficient with diversified computer software and systems- Customer service and office administrative skills- Strong problem-solving skills- Enthusiastic attitude and an engaging businesslike approach <p>We are looking for a service 'champion' who knows how to go the extra mile for individual customers and strives to deliver personalized, quality service in every interaction. If this aligns with your experience or career goals, don't hesitate to contact us today</p> <p>OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you.</p> <p>Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.4154. 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.</p> <p>© 2020 OfficeTeam. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (www.roberthalf.com/terms-of-use).</p> <p>Apply Here For Job Posting</p>

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

This Job Posting will expire in 10 days.