



is now hiring!

Customer Service Representative
<p><b>Benefits:</b> 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><b>Salary range:</b> \$15.20 to \$17.60 hourly</p> <p><b>Employment status:</b> Temporary</p>
<p><b>Description</b></p> <p>Organization Seeks Customer Service Representative!</p> <p>Robert Half has a fantastic career opportunity for an articulate, highly-skilled Customer Service Representative. Do you want to apply your outgoing personality to further the benefit of a valuable business? This is the opportunity for you. Be prepared to come into a dynamic and fast-paced environment in this role. This Customer Service Representative opportunity is located in Fairfax, Virginia, and is a short-term contract engagement.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"><li>- Offer friendly, accurate customer service in a timely fashion</li><li>- Manage and place incoming telephone calls</li><li>- Retrieve and oversee the sending of written business communications</li><li>- Be a part of business development by actively cross-selling and referring customers</li></ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"><li>- 2+ years of past relevant experience</li><li>- Proficient with computers and technology platforms</li><li>- Excellent oral and written communication skills</li><li>- Proven knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly</li><li>- Comfort in pursuing resolutions to complicated customer inquiries using complex research methods</li><li>- Upbeat, positive attitude and an approach to work rooted in professionalism</li><li>- Comfort and confidence when interacting with internal and external partners and clients/customers</li><li>- Strong problem-solving skills</li><li>- Customer service experience</li><li>- Command of Microsoft Office</li><li>- Strong customer service and office administrative skills</li></ul> <p>If you are committed to delivering an exceptional customer experience to each and every customer you interact with and are a customer service 'champion', we want to hear from you. Submit your resume 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 <a href="https://roberthalf.com/benefits.net/">https://roberthalf.com/benefits.net/</a>, 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 <a href="http://www.roberthalf.com/terms-of-use">www.roberthalf.com/terms-of-use</a>.</p> <p><a href="#">Apply Here For Job Posting</a></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.**