

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: \$14.25 to \$16.50 hourly
Employment status: Contract / Temporary

Description

Opportunities for a Customer Service Representative!

Robert Half has an excellent career opportunity for an articulate, highly-skilled Customer Service Representative. Are you someone who loves creating durable and productive customer relationships? Then this may be the role for you. This position will operate in a fast-paced and dynamic environment. This long-term contract / temporary Customer Service Representative position in Alexandria, Virginia could be perfect for you!

How you will make an impact

- Retrieve and oversee the sending of written business communications
- Handle incoming telephone calls
- You will likely support business development and client referral goals by actively cross-selling and referring customers
- Provide accurate, friendly customer service in a timely fashion

Requirements

- Excellent problem-solving skills
- Solid understanding of Answering Inbound Calls
- Proficiency in customer service
- Email Correspondence experience required
- Ability to navigate multiple computer systems, applications, and utilize search tools to find information
- Excellent customer service and office administrative skills
- Knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly
- Strong communication and social skills
- 2+ years' experience of demonstrated performance in a goal-driven & customer-focused environment preferred
- Ability to interact effectively with internal and external partners and clients/customers
- No stranger to performing extensive research to resolve complex customer inquiries
- Experience with Microsoft Office required
- Upbeat, positive attitude and an approach to work rooted in professionalism

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!

-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.