

## 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

---

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.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2023 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking “Apply Now,” you’re agreeing to [Robert Half's Terms of Use](#).

---

[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.**