

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Are you looking for work as a Customer Service Representative? This position via Robert Half in a dynamic, rapidly-changing call center might be the job for you! We are seeking an articulate, highly-skilled Customer Service Representative who loves building solid customer relationships. This Customer Service Representative opportunity is located in Sunnyvale, California, and is a short-term contract / temporary engagement.

Key responsibilities

- Handle incoming telephone calls
- May support business development and client referral goals by actively cross-selling and referring customers
- Field and send written business correspondence
- Offer friendly, accurate customer service in a timely fashion

Requirements

- A consistently positive approach to your work that is rooted in a businesslike professionalism
- Customer service and office administrative skills
- Comprehensive knowledge of sales
- Foundational knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly
- Eager problem-solver who listens for customer cues and actively resolves problems with grace and integrity
- No stranger to performing extensive research to resolve complex customer inquiries
- 2+ years' experience with performing in a goal-driven & customer-focused environment preferred
- Excellent computer skills
- Advanced Microsoft Office skills
- Comfort and confidence when interacting with internal and external partners and clients/customers
- Excellent written, verbal and social communication skills highly desired

If you derive professional and personal satisfaction from the expert application of customer service on a case-by-case basis, we want to hear from you. Apply 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.

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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.