

Central Operations 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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary to Hire

Description

Customer Service Representative Openings!

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. This role will be situated in a challenging and dynamic environment. This San Jose, California Customer Service Representative position could be for you, if you're available for a long-term contract / temporary to hire opportunity.

Responsibilities

- Contribute accurate, friendly customer service in a timely fashion
- Through your success in the role, you will support business development and client referral goals by actively cross-selling and referring customers
- Field and send written business correspondence
- Organize and route incoming telephone calls

Requirements

- Strong communication skills and able to receive criticism well
- Experience performing extensive research to resolve complex customer inquiries
- Ability to interact effectively with internal and external partners and clients/customers
- Strong problem-solving skills
- Positive attitude and an engaging businesslike approach
- Proven knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly
- Proven ability to navigate multiple computer systems, applications, and utilize search tools to find information
- 2+ years' experience with performing in a goal-driven & customer-focused environment preferred
- Solid understanding of Microsoft Office
- Excellent customer service and office administrative skills

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.