

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: \$24.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

Front Desk Coordinator Needed In Redwood City For 30 Days. Short Term Project

Robert Half is seeking 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 position will operate in a fast-paced and dynamic environment. If you're looking for a short-term contract / temporary engagement, and can work in Redwood City, California, this could be the Customer Service Representative position for you!

How you will make an impact

- Deliver outstanding, 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
- Organize and route incoming telephone calls
- Retrieve and oversee the sending of written business communications

Requirements

- Strong customer service and office administrative skills
- Strong communication and interpersonal skills (verbal, written, and listening)
- Demonstrated experience performing extensive research to resolve complex customer inquiries
- Foundational knowledge in Microsoft Word
- Solid understanding of Part-Time Receptionist
- Microsoft Outlook experience
- Customer service experience highly desired
- Proven knowledge of Work Orders
- Microsoft Excel experience
- 2+ years' experience with performing in a goal-driven & customer-focused environment preferred
- Ability to exude confidence, knowledge, and empathy when interacting with internal and external partners and clients/customers
- Foundational knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly
- Critical thinking, problem solving, ability to work independently

- Enthusiastic attitude and an engaging businesslike approach
- Excellent computer skills

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.

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.