

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

Opening Available for Customer Service Representative!

Robert Half is seeking an articulate, highly-skilled Customer Service Representative. Are you always outgoing and sociable? This could be a great position for you. Be prepared to come into a dynamic and fast-paced environment in this role. This long-term contract / temporary Customer Service Representative position in San Jose, California could be perfect for you!

Your responsibilities

- Deliver outstanding, friendly customer service in a timely fashion
- Handle incoming telephone calls
- Retrieve and oversee the sending of written business communications
- Through your success in the role, you will support business development and client referral goals by actively cross-selling and referring customers

Requirements

- Customer service and office administrative skills
- Demonstrated experience performing extensive research to resolve complex customer inquiries
- Proficient with computers and technology platforms
- 2+ years' experience of proven performance in a goal-driven & customer-focused environment desired
- Enthusiastic attitude and an engaging businesslike approach
- Ability to exude confidence, knowledge, and empathy when interacting with internal and external partners and clients/customers
- Strong problem-solving skills
- Microsoft Office experience desired
- Familiarity with Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly
- Excellent verbal, written, and social communication 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.

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.

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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.