



is now hiring!

Bilingual 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 \$18.00 hourly Employment status: Temp to Hire
Description	
Do you love building solid customer relationships? You might be the Customer Service Representative OfficeTeam is looking for! We could have an excellent career opportunity for you, if you are an articulate and highly-skilled Customer Service Representative. This could be the Charlotte, North Carolina Customer Service Representative position you're looking for, if you're available for a long-term temporary-to-full-time engagement. This position is for candidates who work well in a dynamic, rapidly-changing call center.	
Responsibilities	
<ul style="list-style-type: none">- Offer friendly, accurate customer service in a timely fashion- May support business development and client referral goals by actively cross-selling and referring customers- Receive and send written business correspondence- Manage and place incoming telephone calls!	
Requirements	
<ul style="list-style-type: none">- Fluent spoken and written proficiency in Spanish and English- Proficiency with Microsoft Office required- Customer service and office administrative skills- 2+ years' experience of proven performance in a goal-driven & customer-focused environment desired- Strong problem-solving skills- Ability to effectively interact, verbally and in writing- success driven attitude and an engaging businesslike approach- Proficient with computers and technology platforms- Demonstrated ability to interact effectively with internal and external partners and clients/customers- Direct Phone Calls experience- Customer information files experience- Inbound Telephone Calls experience preferred- Proven experience going the extra mile to solve complex customer inquiries via extensive research	
If you derive detail oriented and personal satisfaction from the expert application of customer service on a case-by-case basis, we want to hear from you. Apply today!	
OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you.	
Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.	
When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.	
Questions? Call your local office at 1.888.490.4154. 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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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.