

# Local Fairbanks business Now Hiring

## permanent customer service representative



This position is the first point of contact for the company and will provide all aspects of customer service including answering a multi-line phone system, service scheduling/dispatching, providing information and quotes. The position will handle the flow of people through the business and ensure that all responsibilities are completed accurately and delivered with high quality and in a timely manner. Organization, attention to detail, and record-keeping skills are a must.

**Responsibilities:** Promote good public relations via reception work. Answer phones and direct to proper personnel & provide customer support. Set up new customer accounts. Process invoices and payments. Process daily mail and distribute appropriately. Maintain thorough electronic journal of interactions with customers and their accounts. Provide assistance to all other employees as needed Perform other clerical receptionist duties.

**Hours:** Position starts at approximately 27 hours per week.

**Wages:** Dependent upon experience

**ALEXsys Job Order:** 351379

For more information, call (907) 451-5958.

**Requirements:** Must have prior experience. Be proficient with Microsoft Office Suite. Have excellent communication skills both written and verbal, the ability to organize, multitask, prioritize and work under pressure. Must have high school degree.

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