

We are looking for a dynamic bilingual customer service representative (English/French) to join our customer service team. The position is full-time, Monday-Friday 8:30-5:00.

The ideal candidate will thrive in an environment that emphasizes effective communication, empathy towards our customers' needs, and must enjoy interacting with other.

Responsibilities:

- Answering phones, and responding to customer and sales rep inquiries in a helpful and friendly manner
- Provide excellent customer service with professionalism, courtesy, efficiency, and accuracy
- Deliver knowledgeable answers to questions about product, availability, and pricing.
- Order entry/order approvals

Skills required:

- Must have strong computer skills, including proficiency in Microsoft office, excel, outlook, and word.
- Strong organizational skills with ability to multi task and meet deadlines
- Able to cultivate and maintain customer relations
- Excellent customer service skills
- Demonstrate behaviors that support teamwork, innovation, and accountability
- Ability to function individually as well as part of a team
- Ability to review work for accuracy and have strong attention to detail.

Please email your resume to: [alitzencox@tlitzen.com](mailto:alitzencox@tlitzen.com)

\*Note: Must have own vehicle, no bus route