

## Customer Service Representative

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PREMIER Lab Supply, Inc. is a Florida-based manufacturer and distributor of XRF sample preparation consumables and Equipment for industrial markets worldwide. We currently have openings for Customer Service Representatives

### Qualifications for Customer Service Representative

- ❖ 6-12 Months Customer Service experience preferred
- ❖ Excellent communication skills & etiquette
- ❖ Experience with Microsoft Office, QuickBooks and Contact Manager Software preferred.
- ❖ Utilizing the Internet to research additional information about existing base and to seek out new business opportunities.
- ❖ Excellent organizational skills; attention to detail and ability to multi-task in an activity driven work environment.
- ❖ Proven record of attendance and punctuality are essential.
- ❖ Ability to maintain positive attitude and enthusiasm while working in a team environment
- ❖ Highly motivated Individual
- ❖ Eager to learn and attentive to detail.

### Responsibilities for Customer Service Representative

- ❖ Manage, organize, and maintain accurate records.
- ❖ Respond to customers inquiries and building excellent rapport
- ❖ Process request for quotes and orders based on S.O.P.'s (standard operating procedures)
- ❖ Exercise diligence in planning, following up, organizing.
- ❖ Update account information with up-to-date and accurate information.

### Benefits for Customer Service Representative

- ❖ Competitive salary, based on experience
- ❖ Paid vacations, holidays, sick days,
- ❖ 401 K Plan w/Employer match
- ❖ Health Insurance
- ❖ Full time position - 8:30am-5:00pm Mon thru Fri.

#### Contact:

Send your resume to: [jobs@premierlabsupply.com](mailto:jobs@premierlabsupply.com)