

Position – Customer Service Representative (Full-Time)

Location – Holbrook, NY (Remote)

Job Summary

Integrated Branding Solutions, Inc. is looking for a skilled problem solver to join our team as a Customer Service Representative. We need a positive individual who can listen to customer service issues and then offer customized solutions to each problem. The ideal candidate will be given training on both the company's customer service policies as well as its ERP platform.

Responsibilities/Qualifications

- **Enter orders into the ERP system**
- **Follow-up with vendors, and customers through the order process to delivery.**
- **Special projects as assigned**
- **Must be self-directed and able to complete tasks in a timely and effective manner.**
- **Strong verbal and written skills to solve customer issues and manage conflicts.**
- **Strong computer skills, including Microsoft Office**
- **Ability to multi-task, manage details and stay organized.**
- **Experience in the Promotional Product field is a plus**

To apply please send resume to: chris@integrated-branding.com