

Apply for Customer Support Representative using the link below:

*********workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclId=95879571_5287&lang=en_US&jobId=9200288059964_1&source=EN

Do you like working in a fast-paced environment and love Customer Service? In this position, you will provide service to customers of Corporate Programs and support department operations. As a Customer Advocate, you will respond to inquiries and requests from internal and external customers regarding orders for inventory and on-demand merchandise, using multiple mediums, including telephone, email, internet, and fax. The Customer Advocate will also coordinate rush needs, create and maintain customer accounts, maintain predefined billing requirements, and assist with all other ordering processes.

If you have a positive, outgoing attitude and enjoy working in a team environment, can work flexible hours on occasion, and are dependable, we would like to hear from you!

Duties require knowledge equivalent to graduation from high school and proficiency with Microsoft Office Suite. The intermediate knowledge of Excel is preferred but not required. Excellent verbal and written communication skills and a positive team attitude are a must. One to two years of related customer service experience and knowledge of inventory record-keeping is preferred.

What is in it for you?

- Full benefits package
- Onsite Wellness Center and fitness classes
- Profit-sharing
- 401k (with a match!)

Full-Time M - F, 40 Hours weekly - 9:30 - 6:00 pm

This is an office-based position.

Geiger is an Equal Opportunity / Affirmative Action Employer