

## CUSTOMER SERVICE - ORDER DESK CLERK

Competition Wheel, now part of the THIBERT family, has been a wholesale ONLY distributor of high quality alloy and steel wheels since 1997, offering top brands for virtually any vehicle. With over 20 years in business and 100+ years of combined experience in the wheel industry, our team of experts provides outstanding knowledge and service to our customer/partners that cannot be rivalled.

Looking to join a fast growing company, love a good challenge and have a passion for the automotive industry? We have the position for you! We are looking for a customer-oriented candidate with good communication skills who also loves sales.

### Responsibilities

- Provide customer service, technical support and process orders over the phone/email
- Follow up on previous customer orders, invoices and delivery issues
- Follow up calls to potential customers provided by the Sales Development Representative
- Cold calling of identified sales leads
- Perform various administrative tasks
- Other duties as requested

### Qualifications and required skills

- Experience as an order desk clerk, call center or sales representative
- Knowledge of Microsoft Office
- Excellent customer service and professionalism
- Knowledge and passion for wheels and car accessories
- Go-getter attitude that displays initiative and persistence
- Ability to develop new relationships
- Self-disciplined, organized and ambitious
- Resilience, perseverance and ability to overcome objections a must
- Ability to persuade and influence others
- Positive and energetic individual, with exceptional communication skills
- Bilingual (English and Spanish) an asset

**Location:** Ronkonkoma, NY

**Job Status:** Permanent

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Please forward your resume to [hr@rthibert.com](mailto:hr@rthibert.com)