

Customer service and order desk clerk

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

- Answer and process phone calls
- Makes follow up calls on sales lead given by Sales Development Representative
- Support sales department by doing cold calling
- Perform various administrative tasks
- Other duties as requested

Qualifications and required skills

- Have previous experience in an order desk office, call center or sales
- Knowledge of Microsoft Office
- Excellent customer service and professionalism
- Good knowledge and passion for wheels and cars accessories an asset
- Go-getter attitude that displays initiative and persistence
- Ability to develop new relationship
- Self-disciplined, organized and ambitious
- Resilience, perseverance, and the ability to overcome objections a must
- Must have the ability to persuade and influence others
- Positive and energetic attitude with exceptional communication skills
- Bilingual (English and Spanish) an asset

Location: Ronkonkoma, NY

Job Status: Permanent

Please forward your resume to hr@rthibert.com