

Customer Service Representative

A manufacturer of high-tech electronic products has an excellent full-time opportunity for a dedicated Customer Service Representative. The ideal candidate should be a friendly, organized and self-starter that would enjoy teamwork. You will assist customers via chat, email and phone to answer questions, assist with service issues and place orders.

Duties and Responsibilities:

- Assist our current and potential customers via phone, email, and chat
- Follow up with leads from shows and other sources
- Manage customers and leads databases
- Periodic calls to customers that have purchased to get feedback on products and services
- Identify and contact potential customers nationally and internationally
- Assist with digital marketing activities
- Follow up with customers to answer questions, resolve issues and seek feedback

Skills and Qualifications:

- 1-2 years of customer service
- Excellent verbal and written communication skills with Superb telephone etiquette
- Must be familiar with basic computer skills in Microsoft office applications
- A team player with positive, friendly and upbeat attitude
- Tech savvy with computers, internet and social media
- Highly motivated, fast learner and a team player
- Professional, attentive and friendly with customers

We offer a friendly and drug-free workplace with great benefits after a 60-day introductory period. Background check required.

Compensation depends on relevant experience and skills.

If you are interested and qualified please email your resume to hr@vigatron.com for immediate consideration.