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CUSTOMER SERVICE REPRESENTATIVE ALSIP, ILLINOIS

Instrument Associates, Inc. is a premiere provider of Instrumentation and Process Control products to the industrial marketplace. Designated by our well-known manufacturing partners as a Solution Provider, we continue to add to our dedicated Staff by searching for the best individuals to represent our company.

If you have experience in assisting customers by providing solutions to their needs, we would like to speak with you. Our Customer Service Representatives cover a broad range of duties including order entry, expediting, product sourcing and providing our customers with an immediate resource for all of their pre and post-shipment requirements.

Position Requirements:

At least 2 years Customer Service or similar experience
Mechanically and technically oriented a plus but not required
H S degree or equivalent

Examples of Customer Service Duties:

- Professionally respond to customer phone, fax, emailed requests for assistance
- Order entry
- Product sourcing and purchasing
- Expedites
- Product returns
- Promote IA product lines and solutions
- Work with Sales Teams
- Support and participate in all IA sales initiatives
- Follow company Visions, Values and Behaviors

What we offer:

Full time hourly position
8-5 Monday through Friday schedule
401k options
Profit Sharing
Paid vacation, holidays and birthday
Health and dental plans

Please submit resume with salary requirements to hria@instrumentassociates.com