

Customer Service Representative – Call Center & Client Relations



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Phone :

Web :

Job Summary

Vacancy : 22

Deadline : Dec 15, 2025

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Employment Status : Full Time

Experience :

Salary : \$14.00 - \$16.00/hour

Gender : Any

Career Level : Entry Level

Qualification : High School Diploma or GED

Job Description

Handle inbound customer service calls professionally
Resolve customer inquiries and complaints efficiently
Document all customer interactions in CRM system
Meet daily call volume and quality metrics
Participate in ongoing training and development programs

Education & Experience

High School Diploma or GED required. Previous customer service experience strongly preferred. Bilingual abilities a plus. Computer literacy and typing skills essential.

Must Have

Strong verbal communication skills, computer literacy, patience and empathy

Educational Requirements

High School Diploma or GED

Compensation & Other Benefits

Contact our Recruiter