

COMPANY NAME: Done Rite Services

JOB TITLE: Office Customer Service Rep

JOB DESCRIPTION:

Yours will be the first voice people hear when something has gone wrong with their AC, Furnace, or Plumbing. They probably won't be happy, but you know how to change that! If you are a professional and have a natural ability or a desire for calming and helping people, you're the one we want to talk to.

We are an established HVAC, Plumbing and electrical company looking for a new member for our team. This position requires a flexible and positive individual with exceptional customer service skills who is organized, honest, detail oriented, dependable, a team player and is a hard worker. **Must be available to work weekends**

This person also needs a strong computer aptitude along with the willingness and ability to learn and master new software.

We offer competitive compensation and a positive work environment.

Responsibilities:

- Answer and schedule service calls
- Dispatch using GPS tracking
- Data entry
- Accounts Receivable - Enter and file invoices
- Filing customer information
- Other miscellaneous duties

SALARY: 16.00 – 18.00/hr

APPLICATION QUALIFICATIONS:

Qualifications:

- Positive attitude in person and on the phone. Customer service experience preferred
- Organized and detail oriented
- Proficient in Microsoft Office (Word, Excel and Outlook)
- Strong computer skills
- Strong written and oral communication skills
- Able to multitask
- Bilingual is a plus

HOW TO APPLY: Email resume to; hr@doneritesvcs.com

Date: 1/20/2023

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities