Downloaded from <https://www.velvetjobs.com/job-descriptions/call-center-customer-service-representative>

# Example of Call Center Customer Service Representative Job Description

Our company is looking for a call center customer service representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for call center customer service representative

* Prepares and maintains accurate and complete documentation to support accounts receivable
* May follow-up on delinquent accounts
* Processing complaints, customer service inquiries, inbound phone order taking, some callbacks/follow up calls
* Take calls, and handle each request to ensure customers are satisfied on the first call, one call resolution always being the goal
* Answer incoming phone inquiries from clients, claimants and medical providers regarding claims information
* Transfer customer calls to appropriate staff and research billing issues
* Demonstrate superior listening skills while exhibiting excellent customer service, patience, and empathy to promote the company reputation of integrity
* Prevent and defuse situations through research, customer education, exploring alternative solutions and follow up to ensure a successful resolution
* Handle customers questions and concerns in a timely and professional manner, up to and including pick-ups, billing, payments, production orders and all other aspects of the customer’s needs
* Research customer issues and find workable solutions

## Qualifications for call center customer service representative

* Must be able to work between the hours of 6am – 12am- Monday- Sunday
* Must be able to work 40 hours per week, including Saturdays or Sundays
* Knowledge of home repairs processes and terminology is desired
* Be available on an on call – 24/7 basis is a plus
* Call Center experience in the automotive industry is highly preferred
* Excellent systems experience