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# Example of Customer Service Attendant Job Description

Our company is growing rapidly and is looking for a customer service attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for customer service attendant

* Returning parts, consumables, STE and tools from the CSPI to the integrated warehouse, including proper identification and serviceability status
* Ability to assist our Accounts Payable team when needed
* Exemplify professionalism, both in person and on the phone, particularly with respect to attitude, public relations, appearance, and personal hygiene
* Remain visible and approachable to patrons and act as a resource by providing answers to questions or assistance as requested
* Refer patrons to proper resources for information or requests
* Assist with customer needs
* Notify Manager of any customer or vehicle problems
* Carry out patrols across a prescribed list of locations/sites and adhere where possible to the schedule provided
* Issue Parking Charge Notices (PCN) and other duties as per each site’s requirements
* Direct vehicles to reduce traffic on site and handling queries from the general public where necessary

## Qualifications for customer service attendant

* Must have 6 months of previous customer service experience
* Must be willing to work a 25 hour work week
* Possess 1 – 2 years' working experience in the customer service or hospitality industry, fresh graduates with high potential will also be considered
* General maintenance of site/equipment
* Ad hoc duties requested by line manager and senior management team
* Ability to provide a professional and friendly service to all clients/users