



Example of Associate, Customer Service Job Description

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Our company is looking to fill the role of associate, customer service. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate, customer service

- Work Hours must be flexible if additional hours are needed
- Process emails received in timely manner and ensure proper communication will the task is being completed
- Exposure or experience within the Architectural and Engineering field and it's printing requirements
- Excellent communication and customer service skills as this is a direct Client Facing position
- Operate production printers and copiers - configure settings - manage job queues - process files - print jobs - scan materials and select appropriate output formats per client requirements
- Back-up Receptionist / Secretary duties on a daily basis including answering multi-line phones, transferring calls, greeting visitors, and other duties as required
- Performs administrative and office support activities for multiple clients end users
- Field telephone calls
- Word processing, creating spreadsheets and presentations, reprographics and binding
- Reproduce and light proofing of financial statements

Qualifications for associate, customer service

- Ability to identify customer needs and provide appropriate solutions

- Strong desire to work in the outdoor industry
- Ability to troubleshoot and address challenges while adjusting to constantly changing customer needs
- Experience and passion for hunting
- Located with-in 25 miles Bozeman, Montana