



# Example of Customer Assistance Representative Job Description

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Our company is searching for experienced candidates for the position of customer assistance representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for customer assistance representative

- Working knowledge of personal computer, internet and competent keyboarding skills to accurately and efficiently complete daily work assignments
- Ability to read a map and provide clear directions
- Ability to work weekends, overtime and/or holidays as necessitated by business and/or weather conditions
- Apart from religious observation, must be able to work a flexible 25 hour per week schedule
- This is a part time position, not to exceed 29 hours/week
- Must be willing to work in the Jacksonville Airport

## Qualifications for customer assistance representative

- Apart from religious observation, must be able to work Monday-Friday 7AM-12PM at the Enterprise Emporia location
- Must have a valid drivers license for at least one year with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years
- Apart from religious observation, must be able to work a flexible work schedule to include Sunday, Tuesday, Thursday & Saturday 7am-6pm
- Must Have two years of college experience OR two years of customer service experience

- Two (2) to five (5) years of customer service experience