



Example of Customer Representative Job Description

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Our company is growing rapidly and is looking to fill the role of customer representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for customer representative

- Locates sources of supply using current company records and systems
- Researches the marketplace and locates sources for products and/or services using mechanized systems, job aids, contract inventory reports, , based on customer needs
- Attempts to bring all returned, identified items back into inventory
- Performs routine servicing functions such as processing the customer's request to purchase, or servicing the executed purchase order
- Evaluates and reconciles data
- Prepares, compiles, and maintains a variety of records and reports of service activities performed and their results
- Posts shipping and delivery dates, other information, on schedules and maintains associated files for tracking purposes
- Reviews and edits customer requisitions, purchase orders, receipts and invoices for completeness, accuracy, and approvals
- Tracks claims and resolves problems involving incorrect orders and returns
- Review and advise on contractual risks

Qualifications for customer representative

- Meet and maintain the physical requirements of the position
- Minimum typing requirement - 60 wpm
- Studii medii
- Advanced command of written & spoken English (second foreign language is

- Completed his military service (for male candidates)