



# Example of Customer Service Job Description

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

## Responsibilities for customer service

- Creates shipping documentation packages, communicates with customers on proof of shipment
- Makes out shop travelers for jobs scheduled
- Invoices customers as work is completed
- Looking at candidate credentials to identify if they qualify for the program
- Assisting with the enrollment of qualified candidates into the program
- Assisting candidates with various inquiries in a timely manner
- Performing other job duties as needed
- Data entry and computer proficiency required
- Provide friendly, efficient, and accurate solutions to customers to satisfy their needs
- Ensure that the customers always have the most up to date information about the status of their order

## Qualifications for customer service

- Ability to follow instructions and perform repetitive work
- In-depth printing knowledge
- Knowledge of Graphic Arts
- Microsoft Office and Excel knowledge
- Inbound and outbound selling experience with a desire for a future in sales
- High attention to detail with an ability and drive to follow through to completion