

This job post is sponsored by the Talent Solutions Team at WorkSource Spokane.

Customer Service Representative – we offer a concierge level of customer service to clients worldwide. Be a part of our success through the unique services we offer in veterinary science.

The Company: we are dedicated to achieving optimal canine genetic health by providing outstanding resources for dog owners, breeders, trainers, and veterinarians for pets, show dogs, and working dogs. Our office is fast-paced and continually meets our customers' needs end-to-end. We are located in North Spokane with a short walk from the nearest bus stop or convenient parking.

The Position: our Customer Service Representative will have average to advanced computer skills, excellent written and verbal communication skills, strong interpersonal abilities, and capable of resolving problems and disputes in a professional manner.

- Schedule is Monday-Friday, 8:00 am-5:00 pm
- \$14.00-\$16.00 per hour, depending on experience
- Benefits package includes paid time off, health, and dental insurance

Requirements:

All duties require the ability to maintain confidentiality, decision making skills, communications skills, high level of tactfulness and discretion, and sensitivity.

- 3+ years of customer service
- Bachelor's degree (preferred, not required)
- Pass the pre-employment background check and drug screening

Responsibilities:

- Answering daily phone calls, emails, and in-person inquiries
- Provide answers and solutions to customers with questions about their orders
- Sample fulfillment kits
- Assist in the preparation for health clinic visits and dog shows
- Other duties may be assigned as necessary

Why Should You Apply?

- You enjoy solving problems while providing quality customer service
- You are able to work independently with minimal supervision
- You thrive in fast-paced office environments
- You want to be a part of a work family that cares for one another

Send your cover letter and resume to WorkSource Spokane's Talent Solutions Team at BusinessOutreach@esd.wa.gov. We look forward to meeting you!



www.WorkSourceSpokane.com

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