



Customer Service Representative

This position is responsible for establishing and maintaining dependable relationships with new and current customers.

Essential Duties Include:

- Answer and process incoming calls
- Process customer orders upon receipt; advise customer of any issues concerning the order (i.e. verifying shipping methods and availability of product)
- Provide quotes for new and or established customers
- Invoicing/Billing: Process and handle inquiries from customers
- Inventory tracking
- Perform related duties as assigned and assist other department personnel when appropriate

Required Skill Set and Qualifications:

- HS diploma or equivalent
- Customer Service experience preferred
- Must have experience with and be proficient in MS Office Suite including Excel, Word, Outlook and order entry system computer programs
- Must have strong verbal and written communication skills
- Professional demeanor, excellent interpersonal skills and flexibility are required
- Must be highly organized, detail oriented and able to prioritize tasks under pressure

Double H offers competitive pay and benefits!

Send in your resume by mail, email or fax:

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