



Customer Service Representative Opened 5/9/11

JOB INFORMATION:

CITY OF EMPLOYMENT: Canyon Country

EMPLOYMENT STATUS: Full Time

START DATE: June 20

SALARY RATE:\$10.00

APPLICATION DEADLINE: June 13

JOB DUTIES

- Answer customer phones, about product inquiries
- Ability to respond in a professional manner
- Handle cash transactions, process orders
- Process weekly and monthly reports
- Handle accounts receivables and filing
- Responsible for opening and closing
- Work flexible weekly schedule

JOB REQUIREMENTS

- Must be 18 years of age to apply
- Must have at least 6 months to 1 year working in a customer service working environment
- Must have a positive attitude, excellent customer service skills and be reliable
- Must have computer knowledge, ability to process, typing, fast learner
- Must bring a resume, dress appropriate for a possible interview
- Must be able to pass a background check and take a drug test
- Training will be provided

Interested and qualified applicants: Please attend Recruitment on Thursday, May 19th from 9-3 at Goodwill Job Services located at 20655 Soledad Canyon Rd,#25, Santa Clarita CA, 91351

FOR MORE INFORMATION CONTACT:
Job Service Center (661)424-1062 Ext. 14

Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. Please contact our staff 72 hours in advance. The TTY/TTD phone numbers is (661)250-8984 – Equal Opportunity Employer/Program

