

P/T Customer Service Associate

Trexler-Haines, Inc., family owned and operated since 1933, is rapidly growing and has an immediate opening for an enthusiastic, customer-service, detailed oriented individual who can work in a fast paced, multi-task environment in either our Allentown or East Greenville office.

Job duties include, but are not limited to:

- Speaking with customers on the telephone or in person,
- Taking or cancelling orders,
- Handling over the counter transactions,
- Resolving customer questions, issues or problems,
- Calling customers to confirm appointments and follow up after job is completed.

Essential skills required include, but are not limited to:

- Professional appearance and conduct,
- Excellent attendance,
- A superb listener,
- A calm demeanor,
- Working well with others to achieve goals of the organization,
- Quick learner,
- A strong work ethic,
- Proficient use of computers,
- 3-5 years of customer service experience.

Some Saturdays are required.

Send cover letter, resume & salary history to HR@trexlerhaines.com

Incomplete applications will not be considered.

Trexler-Haines is a smoke free and drug free workplace.

E.O.E.