

Company Name: CopperRock Construction

Company Location: 601 5th St NW STE 300, Grand Rapids, MI 49504

Telephone: 616-920-1656

Company Website: <https://www.copperrockconstruction.com/>

Dear Sir/Madam,

We are writing to ask for your assistance in promoting a wonderful employment opportunity for your talented students. Our company is currently looking for a part-time Customer Service Representative to join our team.

Below are the details of the position:

- Job Title: Customer Service Representative
- Employment Type: Part-Time
- Schedule: Flexible hours

Responsibilities:

- Assist customers with inquiries, complaints, and product information
- Resolve customer issues promptly and professionally
- Maintain accurate customer records and documentation
- Collaborate with team members to improve customer satisfaction

Qualifications:

We are seeking candidates who possess the following qualifications:

- Excellent communication and interpersonal skills
- Strong problem-solving abilities
- Ability to work independently and as part of a team
- Proficiency in using customer service software and tools
- Prior experience in customer service is a plus, but not required

How to Apply:

Interested candidates are invited to submit their resumes and a brief cover letter to; jose.hrdept@engineer.com. Please include "Customer Service Representative Application" in the subject line. We will review all applications and contact selected candidates for further steps in the hiring process.

We believe that your students' skills and dedication would make them valuable additions to our team. We appreciate your assistance in sharing this opportunity with them. If you have any questions or require any additional information, please do not hesitate to contact us.

Thank you for your time and support.

Best regards,
Jose Gloria Resendiz
Recruitment manager