

NOW HIRING!!!

Customer Service Assistant

Starting pay: \$18/Hr Flexible Hours Available

1600 E Beltline Ave NE Suite 214, Grand Rapids, MI 49525, United States

Wood Wealth Management is currently looking for young motivated team players who are punctual and reliable, willing to learn, are dedicated to the goals of our company and can keep up with our fast paced environment. Ideal candidates possess a "can-do", self-motivated attitude and will provide our customers with the highest level of service and professionalism.

At Wood Wealth Management, you'll join a caring and compassionate team that collaborates to make a difference. We are dedicated to our customers and have a reputation of providing outstanding customer service. We expect our team members to work hard to contribute to our growing business and continue to learn. This is a great position with opportunity for growth!

We offer flexible hours (Monday-Friday) and are willing to work with school schedules.

JOB REQUIREMENTS

As a Customer Service Representative, you are responsible to answer calls from customers and enter pertinent information into our online database.

Daily duties include:

- Manage heavy call volume
- Enters and updates customer information in our computer system
- Ensure proper information is entered on service orders for our coordinators
- Resolves issues in a timely manner
- Communicates clearly via phone and email

Note: Kindly indicate the name of your school and the position you are applying for.

Send resume via: info@jasminerozierconsultant.com