

Gatehouse Real Estate, LLC

Grand Rapids, MI 49525, United States

VACANCY ANNOUNCEMENT

Position: Customer Service Assistant

Employment Type: Part-Time

Compensation: \$20/Hour

Reliable • Committed to Excellence

About the Role

We're looking for a proactive and people-focused **Customer Service Assistant** who thrives on creating positive experiences. In this role, you'll be the first point of contact for clients, helping to build trust, resolve inquiries efficiently, and represent our company with professionalism.

If you enjoy interacting with people, solving problems, and working in a fast-paced but supportive environment, this opportunity is a great way to grow your skills and gain valuable real-world experience.

Key Responsibilities

- Respond to inquiries (phone, email, in-person)
- Provide accurate service information
- Maintain customer records
- Schedule appointments and follow-ups
- Support administrative tasks
- Ensure customer satisfaction

Requirements

- Strong communication skills
- Basic computer knowledge
- Good organization and time management
- Ability to work independently and in a team
- Customer service experience is an advantage

What We Offer

- Flexible working hours
- Friendly work environment
- Career growth opportunities

How to Apply:

Send your CV/Resume to: (info@russeljonesrealestate.com)

Only shortlisted candidates will be contacted.

Join our team and grow with us...