



Glendora Employment Agency, Inc. is a boutique staffing firm located in the foothills of the San Gabriel Valley. Glendora Employment Agency, Inc. specializes in bringing local job seekers together with local employers. We are currently seeking a **Customer Service Representative**.

Job Description:

Primary job responsibilities include but are not limited to:

- Answer and field incoming calls
- Client customer service
- Uphold practices and procedures to assist in the growth, development, and profitability of the company.
- Actively pursue excellence in customer satisfaction and people development.
- Pay rate is \$10.00-\$11.00/hr, contract-to-hire

Minimum Qualifications:

To be considered for this position, candidate must possess the following skills demonstrated through previous work experience.

- Computer proficiency in Word and Excel
- 40 WPM typing, accurate data entry skills
- Ability to work independently and multi task effectively
- Strong written and verbal communication skills
- Detail oriented
- Previous experience in a customer service position within a manufacturing or construction background.